

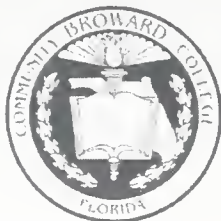
Broward Community College



2004-2005

Student Handbook Planner

FROM THE PRESIDENT



BROWARD COMMUNITY COLLEGE

Opening doors to a brighter future

Office of the President • Willis Holcombe Center • (954) 201-7401 • Fax (954) 201-7357

WILLIS HOLCOMBE CENTER
111 East Las Olas Blvd.
Fort Lauderdale, FL 33301

A. HUGH ADAMS CAMPUS
3501 S.W. Davie Road
Davie, FL 33314

NORTH CAMPUS
1000 Coconut Creek Blvd.
Coconut Creek, FL 33066

JUDSON A. SAMUELS CAMPUS
7200 Hollywood/Pines Blvd.
Pembroke Pines, FL 33024

**INSTITUTE FOR
ECONOMIC DEVELOPMENT**
1515 W. Commercial Blvd.
Fort Lauderdale, FL 33309

PINES CENTER
16957 Sheridan St.
Pembroke Pines, FL 33331

MIRAMAR CENTER
7451 Riviera Blvd.
Miramar, FL 33023

TIGERTAIL LAKE CENTER
280 Gulfstream Blvd.
Dania Beach, FL 33004

Dear Student:

Welcome to Broward Community College! We are very pleased that you have selected our College to help you reach your goals and we will work hard to convince you that you made the right choice.

Broward Community College is a dynamic institution with a proven performance record over more than 40 years. Our campuses offer programs for those students planning to transfer to upper-division institutions, for others who plan to pursue and continue careers in this area, and for those seeking personal enrichment or professional improvement. The mission of Broward Community College is to provide high quality education programs and services that are affordable and accessible to a diverse community of learners.

Because Broward Community College is a teaching institution, your individual learning is our most important concern. We encourage you to call on us to help you achieve your educational goals. Please make sure that you use the resources available to you as a student at BCC to help you succeed. Many services are available online and others are available to you on campus. Let us help you succeed.

On behalf of the entire College family, let me extend a most cordial welcome. Together, we can help you make the most of your career opportunities.

I look forward to seeing you on campus.

Sincerely,

Larry A. Calderon
President



www.broward.edu

"AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION"

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BOARD OF TRUSTEES



Seated, left to right: Cheryl Krause (Chair), Lourdes L. Garrido
Standing, left to right: Levi Williams, Georgette Sosa Douglass, Paul Tanner (Vice Chair)

MISSION STATEMENT

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to student achievement, lifelong learning, academic excellence, and the use of current technology.



President
Broward Community College

Dr. Larry Calderon
954-201-7401

STUDENT LIFE

The Student Life offices are located in Building 68 on South Campus, Building 46 on North Campus, the First Floor at the Downtown Center, and in Building 19 on Central Campus. Student Life provides students with a variety of extracurricular and co-curricular experiences. Please consult the office on your campus for office hours. Services provided by the Student Life offices may include bulletin boards, lost and found, game room, recreation equipment checkout and applications for new clubs and organizations. In addition, information is available on all clubs and organizations, leadership retreats, special events, and intramurals. All of these programs and services are available to any current student possessing a student ID card. For more information, contact your local Student Life Director.



North Campus
Mareta Sizemore
201-2325



Central Campus
Charles Lyle
201-6967



South Campus
Kathi Schaeffer
201-8997



WHC
Trish Sullivan
201-7580

Student ID Cards

It is BCC's policy that all students enrolled in degree and certificate programs must obtain and carry the BCC card. The BCC card is primarily used for identification, for using College services, and to access extracurricular activities including special events and intramural sports. The BCC card may be obtained in the Student Life area of each campus/center. Hours are subject to change.

North
Bldg. 46-149
201-2325
Mon-Thu:
9am - 7pm
Fri: 9am - 4pm

South
Bldg. 68
201-8869
Mon-Thu:
8:30am - 7pm
Fri: 8:30am - 4pm
Sat: 8:30am - 2pm

WHC
Bldg. 33-113
201-7491
Mon, Wed, & Thu:
11:30am-4:30pm

Central
Bldg. 19-106
201-6434
Mon-Thu:
8:30am - 7pm
Fri: 8:30am - 3pm

A note about phone numbers:

954 is the area code for all BCC phone numbers unless otherwise noted.

CAMPUS DIRECTORY

North Campus

Provost	Dr. Carolane Williams	201-2202	Bldg. 49-200
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Deans:

Academic Affairs	Dr. Hettie Williams	201-2230	Bldg. 49-200
Business Affairs	John Thornton	201-2403	Bldg. 49-210
Student Affairs	Peter Barbatis	201-2300	Bldg. 46-219
Associate Dean of Student Affairs	Frank Kurz	201-2305	Bldg. 46-230

Advisement/Counseling	201-2305	Language Lab	201-2262
Admissions	201-2240	Learning Resources	201-2260
BCC Emergency Hotline	201-4900	Library	201-2600
Bookstore	201-2225	Mathematics	201-2283
Business Administration	201-2360	Math Lab	201-2391
Cashiers Office	201-2210	Mentor Program	201-2310
Campus Safety	201-2229	Omni Auditorium	201-2249
Career Center	201-2272	Reading/ESL/SLS	201-2321
Communication/Fine Arts	201-2370	Reading Lab	201-2392
Computer Lab	201-2255	Registration	201-2245
Continuing Education	201-2204	Science	201-2284
Disability Services	201-2313	Soc./Behavioral Sciences	201-2263
English	201-2385	Student Affairs	201-2300
Engineer Tech/Comp Sci	201-2324	Student Government	201-2461
Financial Services	201-2330	Student Life	201-2325
Honors Institute	201-2236	Student Success	201-2310
Institute of Public Safety	201-2218	Veterans Affairs	201-2330
International Education	201-2207	Wellness Educ./Athletics	201-2314
Intramural Sports	201-2437	Writing Lab	201-2279
Job Placement	201-2282		

CAMPUS MAP

North Campus

1000 Coconut Creek Boulevard
Coconut Creek, FL 33066



Bldg

41	Health Science
42	Physical Plant
46	Student Services
47	English/Communication/Reading/ESL
48	Engineering Technology/Computer Science
49	Administration/Classrooms
50	Visual and Performing Arts

Bldg

51	Business Administration
52	Classrooms/Math Lab
56	Social/Behavioral Science
57	Mathematics/Science
60	Omni Auditorium/Wellness
62	BCC/North Regional Library/LRC
63	Little Learners College

CAMPUS DIRECTORY

Central Campus

Provost	Dr. Lois Bolton	201-6510	Bldg. 1-157
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Deans:

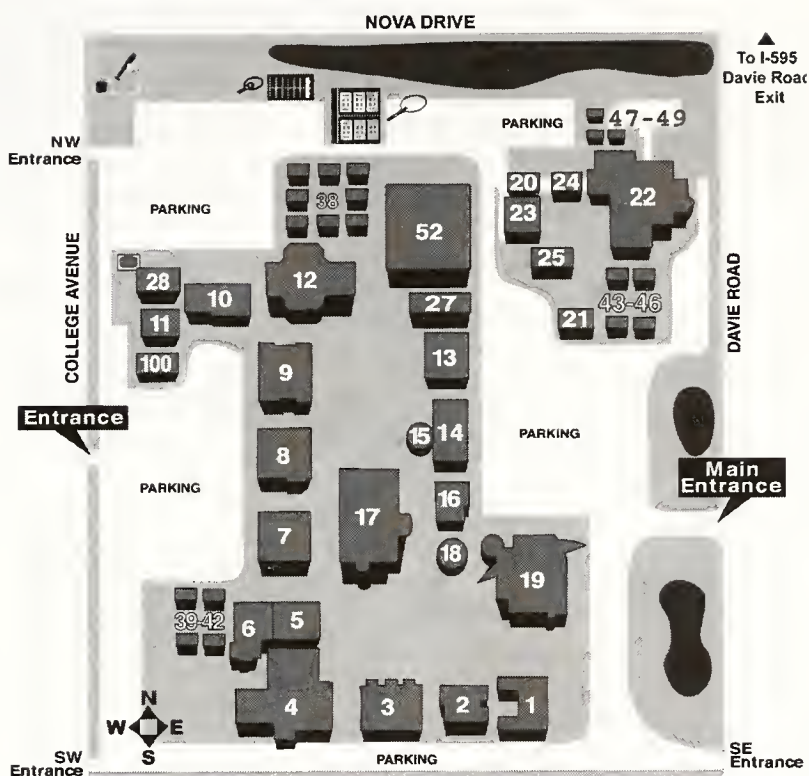
Academic Affairs-Interim	Dr. Ken Ross	201-6513	Bldg. 1-165
Business Affairs	John Stancil	201-6624	Bldg. 1-159
Student Affairs	David Asencio	201-6522	Bldg. 19-130
Associate Dean of Student Affairs	Elena Starson	201-6951	Bldg. 19-116

Advisement/Counseling	201-6528	Learning Resources	201-6660
Admissions	201-6800	Library	201-6648
Bailey Hall	201-6884	LRC Tutoring	201-6663
BCC Emergency Hotline	201-4900	Mathematics Department	201-6692
Behavioral Sciences	201-6587	Math Lab	201-6645
Bookstore	201-6830	Mentor Program	201-6358
Business Administration	201-6710	MFL Lab	201-6687
Campus Safety	201-6626	Open College	201-6564
Career Center	201-6612	Performing Arts	201-6840
Cashiers Office	201-6545	Planetarium	201-6681
Communications Dept.	201-6558	Reading Lab	201-6424
ComputerSci. Dept. Lab	201-6561	Registration	201-6865
Computer Science Dept.	201-6723	Security	201-6626
Continuing Education	201-6960	Social Sciences	201-6630
Disability Services	201-6527	Student Affairs	201-6522
English Department	201-6638	Student Government	201-6846
ESL Lab	201-4901	Student Life	201-6756
ESL/Reading/SLS Dept.	201-6427	Student Success	201-6528
Evening Administrator	201-6359	Testing Center	201-6982
Financial Services	201-6573	Veterans Affairs	201-6573
Honors Institute	201-7645	Weekend College	201-6564
Institute of Public Safety	201-6791	Science/ Wellness	201-6674
Intramural Sports	201-6756	Writing Lab	201-6596

CAMPUS MAP

Central Campus

3501 Davie Road
Davie, FL 33314



1	Behavioral Sciences/Dean of Academic Affairs/Dean of Business Affairs/Provost/ Social Sciences	16	Buehler Planetarium
2,5,7	Classrooms	17	University/College Library/ Learning Resources
3	Visual Arts	18	Buehler Observatory
4	Bailey Concert Hall/Theatre/ Music	19	Admissions/Bookstore/ Cafeteria/Campus Safety/ Cashier, Counseling & Advisement/Dean of Student Affairs/Registration/Student Life/Testing
6	Math/English /Fine Arts Theatre	20&23	Facilities Management
8	Health Sciences	24-25	Bldg. Maintenance
9	Business Administration/ Communications/MFL/ Reading/ ESL	21.	Landscaping/Horticulture
10	Gym	22.	Institute for Public Safety
11	Wellness	27.	Child Care
12	FAU Liberal Arts	28.	Aquatic Complex
13	Computer Science/Engrg.	39-42	BCC Classroom Modulares
14-15	Natural Sciences	43-48	IPS Classroom Modulares
		49	Driving Simulator
		38,52,100	FAU Facilities

CAMPUS DIRECTORY

South Campus

Provost	Dr. Shoaun Pan	201-8800	Bldg. 71-208A
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Deans:

Academic Affairs	Dr. Hank Martel	201-8888	Bldg. 71-210A
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Business Affairs	Albert Smith	201-8001	Bldg. 71-202
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Student Affairs	Dr. Deborah Sloan	201-8903	Bldg. 68-207
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Associate Dean of Student Affairs	Kevin O'Rorke	201-8875	Bldg. 71-210
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Academic Resources and Instructional Technology	Terri Justice	201-8907	Bldg. 72-136B
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Academic Advisement	201-8875	Job Service	201-8866
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Admissions	201-8835	Learning Resources	201-8909
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Automotive Technology	201-8885	Library	201-8825
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Aviation Institute	201-8077	Mathematics Department	201-8920
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BCC Emergency Hotline	201-4900	Math Lab	201-8909
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Bookstore	201-8805	Mentor Program	201-8994
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Business Administration	201-8933	The Observer	201-8877
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Cashiers Office	201-8830	Office Systems & Tech	201-8841
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Career Center	201-8865	P'an Ku	201-8044
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Climbing Wall	201-8238	Reading Lab	201-8909
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Communications	201-8986	Registration	201-8835
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Continuing Education	201-8815	Science/Wellness Dept.	201-8965
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Counseling	201-8876	Safety	201-8970
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Disability Services	201-8913	Safety Emergency Line	893-5700
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English Department	201-8904	Soc./Behavioral Sciences	201-8810
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Financial Services	201-8846	Student Affairs	201-8903
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Flexible Learning	201-6564	Student Government	201-8941
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Foreign Language Lab	201-8909	Student Life	201-8973
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Honors Institute	201-8873	Student Success	201-8994
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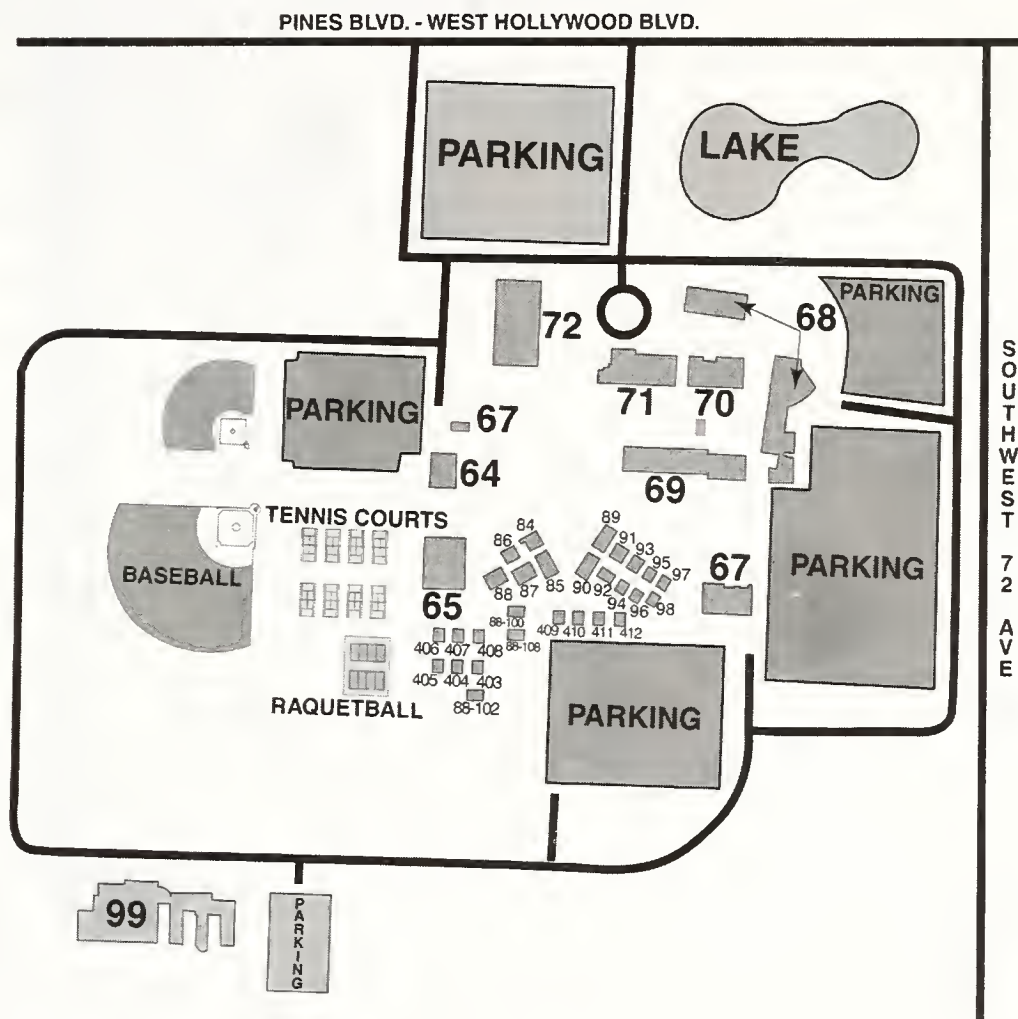
International Students	201-8991	Veterans Affairs	201-8846
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Intramurals/ Student Activities	201-8911		
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CAMPUS MAP

South Campus

7200 Hollywood/ Pines Boulevard
Pembroke Pines, FL 33024



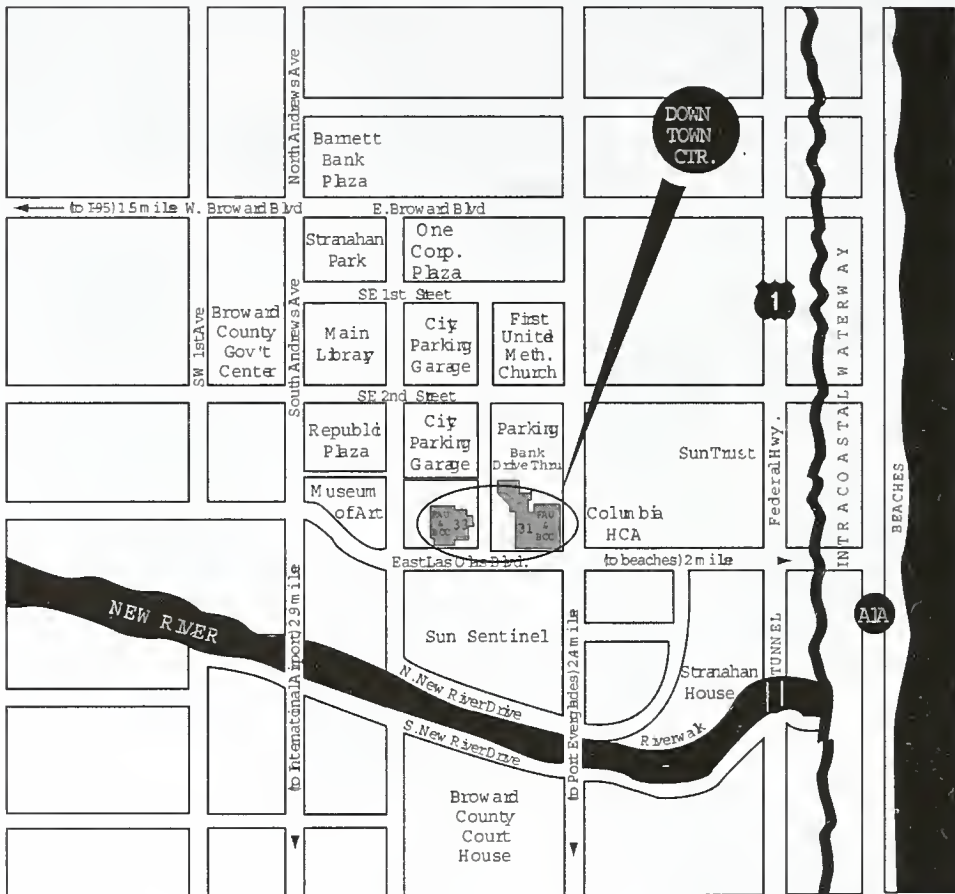
71 - 2nd floor	Admin/Provost
99	Aviation
67	Bookstore
69 & 71	Classroom Bldg.
91-98	Classroom Modulares
403-412	Classroom Trailers
72	Library/Learning Resources
70	Science/Computer Labs
68	Student Services/Student Life/Cafeteria
65	Wellness Center

CAMPUS DIRECTORY

Willis Holcombe Center

111 East Las Olas Boulevard

Ft. Lauderdale, FL 33301



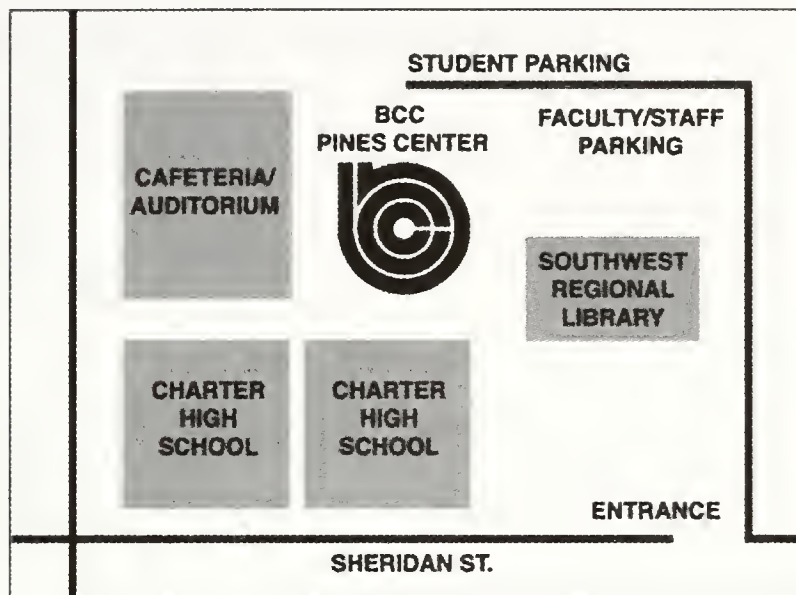
Administrator	Dr. Lois Bolton	201-6510	
Director Instructional Programs	Kenneth Williams	201-7318	Bldg. 33-420
Student Affairs Director	Maier Goldberg	201-7420	Bldg. 33-115
Academic Advisement	201-7491	Learning Resources	201-7595
Admissions	201-7378	Mentor Program	201-7420
BCC Emergency Hotline	201-4900	Registration	201-7378
Bookstore	762-5204	Security	201-7636
Cashiers Office	201-7418	Student Affairs	201-7491
Computer Lab	201-7595	Student Life	201-7377
Disability Services	201-7517	Veteran's Affairs	201-7580
Financial Services	201-7580		

CAMPUS DIRECTORY

Pines Center

16957 Sheridan Street

Pembroke Pines, FL 33331



Director	Dr. Silvia P. Rios-Husain	201-3610	Bldg. 100-126
Student Affairs Coordinator	Janice Stubbs	201-3603	Bldg. 100-117
Center Manager	Myrna Bomser	201-3610	Bldg. 100-124
Cashier		201-3607	Bldg. 100-108
Disability Services (at South Campus)	Larry Melody	201-8913	Bldg. 68-227
Enrollment Services Officer	Karen Young	201-3605	Bldg. 100-116
Financial Aid	Tiffany Craig	201-3621	Bldg. 100-108
Security/Reception	Noemi Peruyera	201-3601	Bldg. 100
Advisor/Admissions Registration	Bill Krinsley	201-3608	Bldg. 100
Continuing Education	Barbara Cipriano	201-3609	Bldg. 100-119
Learning Resources (at South Campus)	Terri Justice	201-8909	Bldg. 72
Bookstore	Kevin Jones	201-3604	Bldg. 101-101
Veteran's Affairs	Tiffany Craig	201-3621	Bldg. 100-108

CAMPUS DIRECTORY

Center for Health Science

3501 Davie Boulevard, Building 8
Davie, FL 33314

Provost	Dr. Wanda Thomas	201-6767	Bldg. 8-138
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Continuing Education - Central		201-6768	Bldg. 8-137A
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Admissions -Health Science - Central

Program Information		201-6780	Bldg. 8-102B
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Application Processing		201-6782	Bldg. 8-101B
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Scholarships

Healthcare Corporation of America (HCA)		201-2081	Bldg. 41-111
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Memorial Healthcare System		201-8852	Bldg. 90-108
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North Broward Hospital District		201-6899	Bldg. 8-133A
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Academic Departments/Programs

Cardiovascular Technology - North		201-2085	Bldg. 41-114
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Dental Assisting/ Dental Hygiene - Central		201-6904	Bldg. 8-132
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Diagnostic Medical Sonography - North		201-2089	Bldg. 41-139
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Emergency Medical Services - Central, North		201-6920	Bldg. 8-127
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Health Information Management - North		201-2084	Bldg. 41-118
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Health Services Management - Central		201-6904	Bldg. 8-132
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Massage Therapy - North		201-2074	Bldg. 41-110
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Medical Assisting - Central		201-6906	Bldg. 8-124
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Nuclear Medicine - North		201-2083	Bldg. 41-137
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Nursing- RN			
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Central		201-6851	Bldg. 8-101
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North		201-2350	Bldg. 41-104
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South		201-8850	Bldg. 90-101
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Physical Therapist Assistant - North		201-2086	Bldg. 41-120
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Radiation Therapy - North		201-2352	Bldg. 41-123
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Radiography - Central		201-6917	Bldg. 8-135
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Respiratory Care - North		201-2082	Bldg. 41-138
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Vision Care - North		201-2017	Bldg. 41-112
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STUDENT AFFAIRS

Broward Community College welcomes you and hopes that you will use your time, talents, and efforts while here to become successful in all your endeavors. The Student Affairs staff, faculty, and administration will help you to develop and achieve your goals. Student Affairs has unique services and functions to provide students with a total package of information, assistance, and enrichment. The following people are available to help you enjoy your highest degree of success.

Collegewide Student Affairs Administration

Robert Cabello

Vice President for Student Affairs & Enrollment Management
District Administrative Offices
201-7486

Barbara J. Bryan

Associate Vice President for
Student Affairs/College Registrar
Willis Holcombe Center
201-7471

Neil Cohen

Director of Student
Development Services
Central Campus Bldg. 10
201-6554

Marcia Conliffe

Director of Student
Financial Services
Willis Holcombe Center
201-7623

Vacant

Director of Student Success
Willis Holcombe Center
201-7555

Paul Perone

Coordinator of Enrollment
Management, Marketing, Communications
Willis Holcombe Center
201-7514

Counseling/ Academic Advisement

Take advantage of the services, staff, and resources available for your benefit. Our doors are open to stop by for information, advice, and help in making academic and career decisions. Academic advisement is available to all students. Academic advisors and counselors help students develop an educational plan and term course schedule, assess their progress as they continue their studies and effectively use campus services. www.facts.org is Florida's online self-help service for students' degree audits, financial aid information and transfer and career information. Counselors also help students explore their attitudes and interests as they relate to their academic,

social and emotional life and offer career exploration assistance.

Contact Counseling/ Academic Advisement on each campus: Central, Elena Starson, 201-6528; North, Frank Kurz, 201-2319; WHC, Carol Brinson, 201-7411; South, Kevin O'Rorke, 201-8875; Pines Center, Janice Stubbs, 201-3603. International Student Advisement & Immigration: Susan Greive Brown, 201-7468; Ruben Valido, 201-7467.

Office of Student Success

The Office of Student Success is committed to increasing student success through developing programs and activities to assist students in setting and achieving their academic goals. Services include plans for success, tutoring, college survival seminars/workshops, individualized educational planning and other services to enhance success. The office promotes a caring and nurturing environment that allows students to discuss their academic and personal concerns with a friendly and supportive staff.

Contact the office on your campus for more information: Central, Michelle Lilly, 201-6359; North, Greta Jackson, 201-2310; WHC, Carol Brinson, 201-7411; South, Clive Scott, 201-8994.

Mentor Program

The Mentor Program promotes the achievement of a quality education while providing a nurturing environment that helps students reach their full potential. The program offers several support services which include:

- ♦ Academic Advising
- ♦ Mentor/Mentee Pairing
- ♦ Free Tutoring
- ♦ Success Skills and Personal Growth Workshops
- ♦ University Transfer Information
- ♦ Scholarship Information/Computerized Scholarship Locations
- ♦ Referrals made for Counseling, Career Services, and Financial Services

North Campus, Mindy Tilles, Bldg. 46-231, 201-2312; Central Campus, Michelle Lilly, Bldg. 19-130, 201-6359; WHC, Carol Brinson, Bldg. 33-117, 201-7411; South Campus, Clive Scott, Bldg. 68-209, 201-8994.

Disability Services

As an Equal Access/Equal Opportunity Institution, Broward Community College assures students with disabilities equal access to all college programs, activities and services. Individuals who plan to attend BCC should contact the Disability Services Specialist on the campus they plan to attend.

The Disability Services Specialists will inform students about laws protecting qualified individuals with disabilities, as well as identify for them the college personnel who assist in maintaining nondiscrimination policies. In addition, they will facilitate the provision of appropriate accommodations based upon documented individual needs.

Some of the services available are note-taking, specialized testing, sign language interpreters, readers, scribes, and use of assistive hardware and software. In addition, other specialized equipment is available to assist students with disabilities in pursuing their academic objectives. In order to avail oneself of the special services, a student must register with the Office of Disability Services on their campus and provide the Specialist with recent documentation of their disability. Students receiving assistance from Vocational Rehabilitation or Division of Blind Services are required to apply for financial assistance at Broward Community College. For more information contact the Disability Services Specialist on your campus: **North Campus**, Bldg. 46-209, 201-2313; **South Campus**, Bldg. 68-227, 201-8913; **Central Campus**, Bldg. 19-116 v-y, 201-6527; **WHC**, Bldg. 33-114, 201-7517; **College Wide Deaf Services**, 201-6445 (TDD), 201-6766 (VOICE), 711 (FL Relay)

Student Financial Services

The Broward Community College Office of Student Financial Assistance is ready to assist you in funding your education. The goal of the financial aid office is to help students who can benefit from further education but cannot afford to attend school without financial support. Our office staff will guide you through the application process as well as assist you in completing all the required forms. Please feel free to visit any of our campus offices for further information.

Applications for financial aid must be submitted each year. In order to be considered for the maximum aid available, you must file your financial aid form by the priority deadline of April 15.

If you have all the requested financial aid documents as well as your evaluated academic transcripts by the deadline date below, you will be guaranteed that your schedule will be paid by the due date for the start of classes. If you do not meet the deadline date, you may still be eligible for financial aid, but you will have to pay your own tuition and books.

Term	Deadline
Fall	July 1, 2004
Winter	October 15, 2004
Summer	March 15, 2005

On the Broward Community College website, www.broward.edu, under

financial aid, students may access the following:

- ♦ How to apply including a direct link to the federal application
- ♦ Scholarship information with links to scholarship search engines
- ♦ Entrance and exit interviews for loan applications
- ♦ Student employment opportunities

Grants

Grants are free monies provided by the federal and state government and is generally awarded to individuals who demonstrate exceptional financial need. Federal and state grants include the Pell Grant, the Supplemental Education Opportunity Grant, and Florida Student Assistance Grant.

Loans

Loans are financial assistance that must be repaid with interest in a specific time period. Often repayment is deferred while students are attending classes.

Employment

Work-study programs at BCC provide part-time jobs on and off campus for students to enable them to earn part of their college expenses while gaining valuable experience. For on-campus employment, students work up to 20 hours a week. The off-campus employment program places students in areas of career interest.

Scholarships

Scholarships are usually awarded to students who demonstrate academic excellence, exceptional talent or skills, or who demonstrate financial need. Although each scholarship has its own criteria, BCC requires only one application. Information on scholarships can be found on our website.

Veterans Affairs

Broward Community College is an approved site for training veterans for associates of arts degrees, associate of science degrees and some approved certificates. Veterans' advisors are available to answer questions and if necessary, refer the student to the Department of Veterans Affairs. There is literature available at all the Student Financial Services offices to assist veterans to further their educational goals.

Attendance Policies: Certificate Programs (NCD) Monthly attendance reports are sent to students enrolled in certificate programs. It is the student's responsibility to get the completed forms back to the VA advisor in a timely manner. If 9 hours of scheduled classes are missed, the student's benefits are terminated. Degree Programs (IHL) Class attendance policy in accordance with the current Broward Community College Catalog, Academic Infor-

mation, College Regulations, Class Attendance Policy.

Return of Title IV Funds Policy

The Return of Title IV policy applies to any student who has withdrawn from all BCC classes in a term he/she is receiving any form of Title IV aid. This includes Pell Grant, Supplemental Opportunity Educational Grant, Stafford Loans both Subsidized and Unsubsidized. The Office of Student Financial Aid will apply the Federal Title IV formula to determine the percentage of funds that were "earned" for the portion of the term enrolled. If a student has received more aid than he/she is entitled to based on the date of withdrawal from classes, federal law requires that the student must repay the college within 45 days of notification or lose eligibility for future federal aid payments. Brochures are available from the Student Financial Services Office that detail the complete policy on the Return of Title IV funds. North Campus, Bldg. 46-210, 201-2330; Central Campus, Bldg. 19-104, 201-6573; South Campus, Bldg. 69-118, 201-8846; WHC, Bldg. 33-110, 201-7580.

Student Organizations

The College encourages and promotes membership in a wide variety of student organizations representing the full spectrum of social, religious and political thought and action, as long as membership enhances the student's academic goals. In their efforts to recruit student members, organizations are required to disclose the following information upon the initial contact with prospective members:

- ♦ All financial costs associated with membership.
- ♦ The average number of hours per week members are expected to donate to organizational pursuits.
- ♦ The academic performance expectations of members.
- ♦ Any sponsorship or linkage with any organization outside the college and whether or not membership in other organizations is expected.
- ♦ The names and affiliations of all advisors who are not employed by Broward Community College.
- ♦ An explicit statement that the organization will not tolerate hazing or other prohibited activities defined in college policies.
- ♦ The organization must affirm that in harmony with the freedom of choice embodied in college policy, the organization will in no way force or coerce either physically or emotionally in its solicitation for membership, or in the execution of its activities as a student organization at Broward Community College. All registered student organizations will be required to sign a statement of compliance.

Students enrolled at Broward Community College are free to join student

organizations which promote their common interest, as long as:

- 1) The policies, purposes, and principles of the organization are consistent with the general philosophies and principles of free institutions in a democratic society.
- 2) Membership in the organization is open to all bona fide students at the College without respect to race, creed, or national origin.
- 3) A statement of purpose, constitution and bylaws containing criteria for membership, rules or procedures and a current list of officers are filed with the Campus Director of Student Life. The bylaws of every organization operating under the sanction of the College shall include the antihazing policy, rules, procedures and penalties of the college community.
- 4) The membership, policies and actions of the organizations are determined by vote of only those persons who hold bona fide membership in the College.
- 5) A full-time faculty, staff, or administrator is selected and agrees to serve as the organization's advisor.
- 6) The association, club or organization has registered as a student organization through appropriate administrative channels with the Campus Director of Student Life.
- 7) All external affiliations and associations of student organizations are stated explicitly in their petition and constitution and also in any written material or advertisements distributed by such student organizations.
- 8) Recruitment and membership policies and practices are free of deception, coercive tactics or mind control techniques.
- 9) A student must be currently enrolled, in good academic standing, and have a cumulative grade point average of at least 2.0 to participate in student organizations. If the current semester is the student's first semester in college, they may participate with a GPA of 0.

The College will ensure that students and student organizations remain free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Organizations are free to invite and hear any person of their choosing provided:

- 1) They have funds in advance to defray expenses.
- 2) Reservations for facilities are made through appropriate channels.
- 3) The program is consistent with established policy as well as the contents of this document.

Organizations are free to support causes by orderly means (consistent

with guidelines elsewhere in college policy) which do not disrupt the regular and essential operation of Broward Community College. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students, student organizations, and guest speakers represent their own views. The college neither sanctions nor endorses the expressions or viewpoints represented.

Clubs and Organizations

African-American Student Union

The primary purpose of this organization is to promote academically, enlighten politically, and motivate socially. Membership is open to all students at the College. Contact one of the following advisors: Central Campus, Donald Cleveland, Bldg. 19-116B, 201-6572, dclevela@broward.edu; South Campus, Clive Scott, Bldg. 68-205, 201-8994, cscott@broward.edu; WHC, Vernon Jones, 201-7442, vjones@broward.edu.

Akido Club

Akido helps refine personal and situational awareness as well as discipline and provides an alternative to high impact gym workouts. Advisor is Michael Nolan, on Central campus. Bldg. 4-222, 201-6882, mnolan@broward.edu.

Alpha Eta Rho-Eta Phi Chapter

The International Aviation Fraternity is open to all college students, faculty and staff interested in aviation. Contact Eric Boylan at South campus Aviation Institute Bldg. 99, 986-8074, eboylan@broward.edu.

American Dental Hygiene Association

The mission of the Association is to advance the art and science of dental hygiene. It also promotes the highest standards of dental hygiene education, licensure, practice and research, and represents and promotes the interest of dental hygienists. Contact Joyce Abraham, Central Campus Bldg. 8-132, 201-6904, jabraham@broward.edu.

Anthropology Club

Anyone who is currently a behavioral science major or has a genuine interest pertaining to the fields of Anthropology, Sociology, Religion, or Psychology is welcome to join. The club visits museum exhibitions, investigates cultures, watches films or videos, and reads and discusses literature germane to all aspects of Anthropology. Meetings are held twice a month. Con-

tact Mark Tromans at Central campus, Bldg. 1-146, 201-6726
mtromans@broward.edu.

BCC Computer Club

The Computer Club is focused on the latest developments in the computer industry. It also provides its members with an assortment of activities, such as guest speakers, tutoring, and career opportunities. North Campus contact Dr. Elwood Jones, 201-2324, e-mail compclub@broward.edu.

Behavioral Science Club

This club works to give back to the community through service projects, as well as to aid their members in learning leadership skills. Attitude makes a difference in our behavior with our family, friends, and selves. With this, we try to make a difference in everything we do. Contact Dr. Lee Jones. Bldg. 56-111, 201-2264, ljones@broward.edu.

Blue Hawks

The official host/hostesses for North Campus, these students assist with orientation, registration, and recruitment activities. Selection for this group is held twice a year. Contact Mareta Sizemore at 201-2325, msizemor@broward.edu or bluehawk@broward.edu.

Brain Bowl

The Brain Bowl is an intercollegiate academic team that competes in tournaments with other community colleges and universities. BCC scholarships are given to team members and the possibility exists for additional cash prizes for tournament wins and for university transfer scholarships. BCC's brain Bowl Team has won the Regional Championship over twelve times, has won the State Championship five times, and is the only college in Florida to have two teams win first and second place simultaneously at the State Tournament. Contact Dr. Patrick Smith, Central campus 201-6636, e-mail psmith@broward.edu, or visit the Honors Institute website at www.broward.edu/honors.

B.U.S.H.

"Better Understanding in the Study of Horticulture." Members include students, graduates, and people from the community. Dues of \$10 per year cover monthly general meetings, Sunday propagation and potting sessions, and sale days at BCC, Flamingo Botanical Garden, and Holiday Park. Friday night 7:30 meetings feature a speaker in some phase of horticulture, refreshments, and a drawing. Contact David McLean at 201-6677 or 201-0201, dmclean@broward.edu.

Catholic Club

All students, staff, and faculty who want to become informed about Catholicism, or who seek to live and grow in the Catholic faith are welcome. Contact Susan Finnazzo at Central campus Bldg. 14-117, 201-6964, sfinazzo@broward.edu.

Chess Club

The Chess Club is open to beginners as well as advanced players. The club sponsors open and intercollegiate tournaments throughout the term. Contact Vince Grosso at Central campus Bldg. 6-225, 201-6619, vgrosso@broward.edu; at Downtown Center contact Trish Sullivan at 201-7377, Bldg. 33-109, psulliva@btoward.edu.

DECA

The Distributive Education Clubs of America's (DEX-Delta Epsilon Chi) primary objective is career development. It is comprised primarily of marketing, retailing, entrepreneurship and business students, but all are welcome. Contact Jack Sheeks at Central campus Bldg. 9-145, 201-6725, jsheeks@broward.edu; or Paul Ricker at North campus Bldg. 51, 201-2363, decaclub@broward.edu.

DESI (S.P.I.C.E.)

Society for the Promotion of Inter-Cultural Events is open to all students with an interest in helping to promote these events. On North Campus contact 201-2904, or e-mail desiclub@broward.edu.

EdTech Club

The Educational Technology Club is designed for education majors interested in learning how to integrate technology into the classrooms. Contact Dr. Dominique Charlotteaux on South campus, Bldg. 71-122, call 201-8230, or dcharlot@broward.edu.

El Club Hispano

An informal social gathering of Downtown Center students with the sole purpose of interacting, exchanging ideas and practicing Spanish in order to acquire a better knowledge of the Hispanic language and culture. Meetings are held monthly. Contact Professora Claudia Sahagun at the DTC Spanish Department 4th Floor-Room 4, call 201-7581, or e-mail csahagun@broward.edu.

EMS Student Club

The club is designed to help educate and train individuals seeking a

career in the EMS field. On Central Campus contact Bruce Hill, Bldg. 8-103, 201-6920, bhill@broward.edu.

Engineering Association

The purpose of the Engineering Association is to serve as a vehicle to introduce students to engineering life. Contact Rolando Branley, 201-6676, Bldg. 14-128, rbranley@broward.edu.

The Fourth Wall

A theatre club open to students interested in theatre at BCC. Members focus on providing a professional outreach for theatre students. They host workshops, attend conferences, contribute time to charitable causes, and attend professional events. They also travel to state and regional theatre festivals, such as the American College Theatre Festival. Contact Debby Sanchez at Central Campus, Bldg. 4-180, 201-6842, dsanchez@broward.edu.

Gamma Beta Chi

This student organization's purpose is to promote awareness and further interest in nuclear medicine. They attend local, state and national meetings to update their expertise on the latest techniques available in delivering medical care to the patient. Membership is open to students enrolled in the program or on the waiting list to begin the program. Contact Lorenzo Harrison at CHSE II/North Campus Bldg. 41-137, 201-2083, lharriso@broward.edu or gammabeta@broward.edu.

Haitian Students in Action

Haitian Students in Action is a Central campus cultural and academic student organization. H.S.A.'s main goals are to promote academic excellence among its members, address Haitian students' cultural needs, find ways to promote the positive aspects of the Haitian culture, and dispel stereotypes about the Haitian culture and its people. Contact Lulrick Balzora, Bldg. 2-104, 201-6671, lbalzora@broward.edu or Mark Tromans, 201-6726, mtromans@broward.edu.

Hillel Jewish Student Union

The Hillel Jewish Student Union strives to meet the social, cultural, religious, and educational needs of Jewish students at BCC's campuses. Everyone is welcome. Contact Gloria Scheff on Central, Bldg. 1-147, 201-6591, gscheff@broward.edu.

International Club

The International Club is open to all students at Broward Community

College, whether native North American or from the over 102 nations represented on BCC's campuses. Its main objective is to further international understanding and appreciation of diverse cultures. Contact Mark Tromans on Central Campus at 201-6726 mtromans@broward.edu; Esmeralda Sweeney on North Campus at 201-2260, esweeney@broward.edu, or world@broward.edu; Suzette Jean-Louis on South Campus at 201-8835, or sjeanlou@broward.edu.

InterVarsity Christian Fellowship

The InterVarsity Christian Fellowship is an organization which consists of students and other members of the college community who believe in the deity of our Lord Jesus Christ, and in the unique divine inspiration, entire trustworthiness, and authority of the Bible. Contact Darlene Jackson on North Campus at 201-2321, or djackson@broward.edu; Carol Brinson at WHC at 201-7411, or cbrinson@broward.edu; Lisa Thomas on South Campus at 201-8857, or lthomas@broward.edu.

Kobudo

BCC students, staff, and faculty are welcome to further explore aspects of the Kenpo, Karate-do/Kobudo: courtesy, integrity, humility, and self-control by providing the practitioner/ student with a safe training environment. To assist the practitioner/ student in reaching the club's goals: understanding dojo etiquette, developing and improving skills, and creating an encouraging atmosphere. Contact Michael Nolan on Central Campus, Bldg. 4-222, 201-6882, mnolan@broward.edu.

Lambda Alpha Epsilon

The American Criminal Justice Association, Lambda Alpha Epsilon (ACJALAE), is a national association devoted to the furtherance of professionalism in all areas of criminal justice. Contact Central Campus at 201-6797, Bldg. 22-116.

Le Club Francais

The purpose of Le Club Francais is to promote the development of communication of the club with the community and to assist members in achieving experience with the French language and culture. Contact Joyce Davis on Central Campus at 201-6560, Bldg. 19-221, jdavis@broward.edu.

Legal Assisting Society

The Legal Assisting Society is an organization designed for students pursuing a career as a Paralegal/ Legal Assistant, however, everyone is welcome to participate. Monthly meetings host guest speakers from various

law firms as well as State Prosecutors and Public Defenders. The Legal Assisting Society can also provide networking opportunities, as well as information on local and national professional societies. Contact Dr. Laura K. Schantz, Esq., on South Campus Bldg. 71, 201-8011, lschantz@broward.edu; or James Amato, Esq., on North Campus Building 51-214, 201-2217, jamato@broward.edu.

Live In Motion (Dance Team)

The Dance Team provides entertainment and promotes school spirit. The dance team may perform at various intercollegiate athletic games on campus. If you have a love for dance then this organization is for you. On Central Campus contact Patrick Catullo, Bldg.10-Athletics, 201-6375, pcatullo@broward.edu.

Noor El-Deen

The purpose of this club is to unite the Muslim community at BCC. The organization may bring in speakers that contribute to the unification of our Muslim community on campus. The membership is open to all students with an interest in the Muslim culture. On Central Campus contact Adnan Khalil, Bldg. 2-106, 201-6475, akhalil@broward.edu.

Peer Educators

The BACCHUS 7 GAMMA Peer Education Network, an international college and university program that promotes alcohol and drug awareness, along with HIV/AIDS education and prevention, and sexual violence awareness, has two chapters at BCC; Phi Eta Sigma on South Campus and Phi Eta Nu on North Campus. To join, contact: South, 201-8223, Bldg. 68-270 or pecsouth@yahoo.com; North - Danny Matthews, 201-2435, Bldg. 46-133, or peereduc@broward.edu; WHC - Trish Sullivan, 201-7377, or psulliva@broward.edu; Central - Student Life, 201-6756, Bldg. 19-106.

Peer Mentoring Club

Members help with mentoring, and tutoring, and attend weekend retreats. They also provide information about college life such as scholarship information, visits to four-year universities, and volunteering. Contact: North Campus, Mindy Tilles, Bldg. 46-231, 201-2321, mtilles@broward.edu; Central Campus, Michelle Lilly, Bldg. 19-130, 201-6359, mlilly@broward.edu; South Campus, Clive Scott, Bldg. 68-205, 201-8994, cscott@broward.edu.

Perspectives

Perspectives is a social science orientated organization. The objective is to explore science, philosophy and religion employing a Christian per-

spective as a backdrop to facilitate dialogue. Contact Winston Thompson on Central Campus at 201-6418, or e-mail wthompo@broward.edu.

Phi Beta Lambda

PBL is for students participating in business programs such as accounting, business administration, clerical, secretarial, information management, economic finance, law, and marketing. Contact Cathy Montesarchio on Central Campus, bldg. 9-132, 201-6373, cmontesa@broward.edu; Carlton Wall on North Campus, 201-2361, cwall@broward.edu; Shafi Ullah on South Campus, Bldg. 71-221, 201-8989, sullah@broward.edu.

Phi Delta Alpha

Phi Delta Alpha is the education club on campus, and is also a student chapter of the National Education Association. Phi Delta Alpha is dedicated to serving future educators as well as the community. Contact Dr. Denise St. Patrick-Bell on South Campus, Bldg. 69-230, 201-8359, dstpatri@broward.edu; on Central Campus contact Rita Ion, Bldg. 7-240, 201-6538, rian@broward.edu.

Phi Theta Kappa

Phi Theta Kappa is the only nationally acclaimed honor society serving American institutions which offer Associate degree programs. To become a member of Phi Theta Kappa, one must achieve a cumulative grade point average of 3.5 after completing 12 credit hours of college level course work, and paying lifetime membership dues. Participation in activities is encouraged. The privileges of membership include having the Phi Theta Kappa seal placed on diplomas, having "Phi Theta Kappa Member" indicated on transcripts, purchasing society jewelry and merchandise, as well as wearing the society stole and tassel during commencement exercises. Contact: South Campus, Dr. Barbra Nightingale, 201-8873, bnightin@broward.edu; Central Campus, Mary Diaz, Bldg. 2-104, 201-6473, mdiaz@broward.edu; North Campus, Donna Samet 201-2390, Bldg. 47-310, dsamet@broward.edu, or nptk@broward.edu; WHC, Trish Sullivan, 201-7377, Bldg. 33-109, psulliva@broward.edu or Carol Brinson, 201-7411, cbrinson@broward.edu.

Photography Art Guild

The Photography Art Guild sponsors activities that will motivate students to expand their knowledge and skills in photography. To actively participate in the future development of BCC's photography program, contact Theresa Diehl on Central Campus, 201-6482, Bldg 3-105.

Physical Therapist Assistant Club

The Physical Therapist Assistant Club was established for the purpose

of engaging in community services and expanding PTA students' basic knowledge by sponsoring several guest lecturers. The club consists of those students who are currently enrolled in the Physical Therapist Assistant program. The PTA Club expects to expand its community involvement in the future and to become active in fund-raising projects, which would enable members to attend PTA sponsored seminars and conferences. For more information, contact Maria Holodak in the Center for Health Sciences at 201-2087, or e-mail mkolodak@broward.edu.

Potters' Guild

The BCC Potters' Guild is comprised of students interested in the ceramic arts who are willing to participate in the organization and related activities. These include a visiting artist program, a fund raising show and sale, a juried exhibition, social events, and the periodic exchange of ideas. For the Potters Guild contact John Foster at Central campus Bldg 3-103, 201-6517, or jfoster@broward.edu.

Pre-Med Club

This club allows students with intentions of having medical careers share their enthusiasm and knowledge of the field of medicine. Contact Steven Obenauf on Central campus, Bldg. 14-144, 201-6323, or e-mail sobenauf@broward.edu; or call Morris Mendelsohn at 201-8965.

REACH

REACH is the community service club of BCC. REACH organizes community service projects on campus and in the community. For info contact the Leadership & Volunteer Office on South Campus, Bldg. 68-276, or call 201-8973. You may also contact Yanick Daniel on South Campus Bldg. 69, call 201-8902, or e-mail fsearcy@broward.edu.

Roots

Roots is a special interest service club that enables the Haitian student population at BCC to share the Haitian culture with other BCC students. Its members volunteer in the Haitian community to teach children basic reading and writing skills in English. Roots also provides tutoring and scholarships for qualified members. This club is open to any student at BCC. Please contact Greta Jackson at North campus in Building 46-220, 201-2310 or gjackson@broward.edu, or rootclub@broward.edu.

Sailing Club

The Sailing Club provides an opportunity for students to improve sailing and wind-surfing skills. The Sailing Club sponsors monthly trips to the Florida

Keys that are open to all student sailors. We have seasonal snorkeling and surfing trips available for beginners. Non-sailors normally access the club programs by enrolling in one of our beginning sailing or windsurfing classes. The Sailing Club meets at the Tigertail Watersports Center, which is located at 580 Gulfstream Way, in Dania Beach. For more Sailing Club info call Jon Groover at 201-4500, or e-mail jgroover@broward.edu or ttlwater@broward.edu

Science Club

The Science Club is open to all BCC students interested in the sciences. Students do not need to be science majors to benefit from club activities, such as field trips, discussions with invited speakers, college/community service projects and independent scientific explorations. The club offers a mechanism for science students and potential science students to get to know one another and the faculty in the various science disciplines. Contact Professor Bill Opperman on North campus Bldg. 57-143, 201-2334 or email at wopperma@broward.edu; Gerry Johnston on Central campus, bldg. 14-129, 201-6832 or email gjohnsto@broward.edu; Steve Davis on South campus at 201-8906, or sdavis@broward.edu.

Seahawk Cheerleaders

The purpose of the organization is to organize a co-ed athletic cheerleading team that competes intercollegiately. This group encourages existing athletic events such as BCC's basketball teams. For more info contact John Giordano, Central campus Bldg. 10-Athletics, call 201-6997 or e-mail jgiordan@broward.edu.

Seahawk Wellness

The Seahawk Wellness Center strives to provide a safe, supportive environment for students, faculty and staff. Such activity will improve self-image, increase energy and improve quality of life. Contact: Central campus, Lawson King, Bldg. 11-107, 201-6431, iking@broward.edu; South Campus, Diana Hargis, Bldg. 68-188, 201-8911, dhargis@broward.edu.

Sigma Alpha Lambda

(The Society of Success and Leadership) The club purpose is to help college students create the lives they desire by helping them discover what they truly want to do, and giving them the support, motivation, and tools to achieve their goals. Contact Mary-Ann Asiamigbe, 201-6343, Central campus Bldg 19/106 or e-mail masiamig@broward.edu

Sister 2 Sister

The club exists to empower, support, unite, celebrate, educate and mo-

tivate women of all backgrounds to succeed academically, and socially, and to become involved in civic duties in the community. Contact Mary-Ann Asiamigbe on Central campus, Bldg. 19-106, or call 201-6536, e-mail masiamig@broward.edu.

Spanish Club

The purpose of the Spanish Club is to encourage students who are taking Spanish classes, and all others who are interested in the Spanish language and the people who speak it, to get together informally in order to practice the language, and to participate in social activities such as visiting a Spanish restaurant or seeing a Spanish movie. The club is open to all BCC students. Contact Cesar Grisales on South Campus at 201-8952, e-mail cgrisales@broward.edu.

T.A.W.I.C.

The American West Indian Club, TAWIC, is a student organization that has been in existence since 1987. This group meets to discuss topics ranging from community and academic interests to social gatherings, such as beach parties, fiestas, and fund-raisers. The purpose of this organization is to assist West Indian students through academic and personal support as they adjust to the American school system. For more information, contact Shirley Murray on South campus at 201-8919, or smurray@broward.edu; or Kisha King on Central campus, 201-6593, Bldg. 1-126, or e-mail kking@broward.edu.

Ultimate Frisbee

Come get a great workout, have fun and meet new people. We associate ourselves to positive teamwork and having a good time. Contact Steven Obenauf, Central Campus, Bldg. 14-137, 201-6323 or e-mail sobenauf@broward.edu.

Vietnamese Club

The Vietnamese Club welcomes all students and assists Vietnamese students. The club offers those interested in learning to speak Vietnamese to attend club meetings for tutoring sessions. Members also volunteer their time tutoring a variety of subject areas. For more info on the Vietnamese Club on North campus, contact 201- 2240 or e-mail vietclub@broward.edu.

Intercollegiate Athletics

BCC Intercollegiate Athletics is home to six team sports sanctioned by the National Junior College Athletics Association (NJCAA). BCC competes on a state and national level:

- Women's Tennis** - Central campus (2003 & 2004 National Champions)
- Men's & Women's Basketball** - North campus
- Women's Softball** - South campus
- Women's Volleyball** - Central campus
- Men's Baseball** - Central campus

To get involved, call John Giordano at 201-6583, or e-mail jgiordan@broward.edu.

Intramural Sports

The intramural program is comprised of competitive leagues and tournaments. It is open to both men and women and all students, faculty, and staff. The College requires proof of health insurance or a signed insurance waiver on file and current BCC ID card for participation in intramural activities. Sports available include:

- | | |
|----------------------|-------------------------------------|
| Soccer | Indoor Climbing |
| Open Gym | Tennis & Racquetball |
| Volleyball | Full court Basketball |
| Flag Football | Open Swim- with free lessons |

The IM Sports Program offerings differ on each campus and can be changed at anytime. Programs are added and canceled according to student interest and attendance. Notify your campus Student Life Director of any activities that you would like to see added to your campus intramural program. For the dates, times, and details for signing up, contact your local Student Life office: South campus, 201-8911, Bldg. 68-188 (Activity Center); Central campus, 201-6434; North campus, 201-2437.

Open Workout

Workout facilities are available on Central, North and South Campus at no charge. A current BCC ID card, a towel and proper dress are required for participation. For hours and locations, call your campus Health & Wellness Center at 201-8972 on South; 201-6855 on Central, or on North at 201-2314. Some Campuses offer fitness classes such as yoga, aerobics, self defense and pilates. Contact your Campus workout facility for class schedules.

Tigertail Lake Watersports Center

Saturday sailing, windsurfing, canoeing and volleyball are available free of charge to all BCC students and staff. Students who can sail may use the

sailboats and windsurfers, those who cannot may use the canoes. You must wear rubber-soled shoes, we provide the lifejackets.

Monthly activities based at Tigertail Lake Water Sports Center are available to all students including sailing trips in the Florida Keys, snorkel trip, surfing trips to Cocoa beach and the Friday Night Social – a BBQ and get together to meet new friends and hang out at the lake. Student clubs and study groups are welcome to reserve rooms in the conference facility at no charge.

Stop by any Student Life office for a schedule; check us out at the BCC website, search: "Water sports", or call (954) 201-4500 for a brochure. The new facilities at Tigertail Lake are located on the entrance road to Outdoor World, 580 Gulfstream Way in Dania Beach. Take I-95 to Griffin Road west, go left on Angler's Avenue, and left on Gulfstream Rd.

STUDENT MEDIA

Student Media Student productions, publications and press are valuable in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of faculty and administration as well as formulating students' opinions on various issues on the campus and the world at large. In addition, student publications and productions serve as a training opportunity for students interested in professional journalism, either print or broadcast. All college published and financed student media shall explicitly state the opinions expressed are not necessarily those of either the faculty or students of Broward Community College. All media is expected to observe the standards of the respective professions. These statements are to be considered as supplementary to the established policies of the Board of Trustees as they relate to student publications. The college will ensure free and responsible media and will not censor or approve copy in advance. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

BCC Broadcasters

The BCC Broadcasters is an organization which provides all BCC students the opportunity to learn the latest in DV (digital video), H.D. (high definition) and D-9 video technology. Adobe Premiere, Final Cut Pro H.D. and Avid are three of the programs used to edit productions. Cameras and decks are JVC D-9, mini DV, H.D., and DV Cam. Fund raisers are used for field trips and media purchases.

The BCC Broadcasters is a film and video club that develops and produces their own short films, television shows and commercials for fun and experience. Members meet every Wednesday at noon in the TV studio located in the rear of the Central Campus Library, 17-142. Students from every campus are welcome. The advisor for the club is Phil Adamo, TV studio manager at Central campus. Contact Phil Adamo in Building 17-135, or e-mail padamo@broward.edu. His phone number on campus is 201-6421.

The Observer

Broward Community College encourages and supports a free and responsible student press. The Observer, the college's biweekly newspaper, offers student reporters and editors the opportunity to practice all aspects of newspaper work, including reporting and writing, photojournalism, design, graphics, desktop publishing, and layout. The paper is completely student produced, including the preparation of camera-ready pages for print. While many of The Observer reporters and editors are in the journalism programs at North, Central, and South campuses, any student enrolled at the college can work for the paper. Institutional scholarships and work study assignments are available to student editors.

The Observer is widely recognized for its excellence and has won numerous state, individual, and overall awards. Additionally, The Observer has won two National Pacemaker awards, college journalism's most prestigious award for general excellence.

The Observer's main editorial and production office is located on South campus Bldg. 68-268. For more information, contact the Observer office at 201-8035 or via e-mail at bccobserver@yahoo.com. Also, visit us online at: www.broward.edu/observer.

P'an Ku

P'an Ku is the BCC Student Literary/ Arts Magazine which is published twice yearly. The purpose of the magazine is to encourage, promote, and highlight the creative efforts of students throughout the college. P'an Ku has won numerous awards over the years in both state and national competitions.

The magazine contains the work of students from all campuses of the college and is produced solely by students for distribution throughout the college. Poetry, fiction, nonfiction, photography, and artwork are sought for publication. Watch for the announcements of submission deadlines during the year.

Though based on South campus, the magazine encourages students from all campuses to not only submit work but be part of the staff. No special

talent is needed. Students will learn how to select work for the magazine, how to promote the publication, and learn the principles of design and desktop publishing. The only real requirements are commitment and enthusiasm. A limited number of scholarships are available each term. For more information, stop by the South campus production office in Bldg. 68-246 or call 201-8044. Students can also contact Dr. Patrick Ellingham, the faculty advisor, at 201-8858. Also, visit us online: www.broward.edu/locations/southslife/panku/index.jsp.

From P'an Ku we derive Yin and Yang. He is the primeval man born from the egg. One day the egg split open and the top half became the sky and bottom half the Earth. After 18,000 years, P'an Ku died and split into a number of parts. His Head formed Sun and Moon. His Blood the Rivers and Seas. His Hair the Forests, Sweat the Rain, Breath the Wind, and Voice the Thunder. His Fleas became the Ancestors of Mankind. — Myth of Creation

LEADERSHIP DEVELOPMENT

Broward Community College is dedicated to providing opportunities and programs that will continue to develop leaders as well as provide current student leaders opportunities to fine-tune and expand their skills. There are four unique components offered to develop leadership skills of students at Broward Community College, providing both cognitive and experiential opportunities:

Leadership Class (SLS1261)

The purpose of this course is to provide a variety of learning experiences and guest speakers to assess leadership styles and potential. The class is open to all student (and potential student) leaders. It is designed to help develop ethical values, leadership styles and techniques for future educational, organizational and community leadership roles.

Student Government Association

At Broward Community College, the Student Government Association (SGA) is the voice of the students. Student Government has many different functions. One of the functions is to act as the liaison between student organizations and the administration. SGA is the bridge that students are always welcome to cross, which connects the faculty, staff, and administration to the student body. SGA looks for student concerns and finds ways to resolve problems. The membership is open to any and all interested students, without discrimination. SGA also offers various leadership opportunities in many different levels. Selected students become involved in campus, college-wide, district, and state level events.

The concept of TEAMWORK is constantly practiced, and students learn conflict resolution. The Student Government Associations at Broward Community College are always looking for new ideas, faces, and inspiring minds. For more information, contact the SGA office on Central campus at 201-6343; at the Willis Holcombe Center at 201-7377, email sgadowntown@broward.edu; on North campus at 201-2461, e-mail nsga@broward.edu; or on South campus, Bldg. 68-249 at 201-8941.

Competitive Edge

Competitive Edge is a highly selective leadership program. Participants are chosen from all four campuses based on their nomination by faculty members or administrators, recommendations, committee interviews, and demonstrated leadership potential. Shadowing and internship experiences are provided throughout the sophomore year with the President's senior staff and community and political leaders. Legislative internship experience in Tallahassee is available to eligible members. The nomination period begins in February and concludes mid-March each year. For more information, contact the Student Life office on your campus.

Emerging Leader Program

The Emerging Leader Program (ELP) is a leadership development opportunity designed to introduce students to various leadership development skills. Held in a workshop format, the ELP meets weekly on South Campus. Workshop topics include Myers-Briggs Personality, Time Management, Networking 101, Climbing the Corporate Ladder, Conflict Resolution, and Ethics. Participants receive an ELP polo shirt, portfolio, carry-bag, and have the opportunity to participate in all-expenses-paid weekend-long leadership retreats. For more information contact the South Campus Director of Student Life at 201-8997.

Student Ambassadors

Student Ambassadors promote BCC programs in the community. Broward Community College's Ambassadors represent BCC at area high schools, civic and professional meetings, GED centers, and locally sponsored career and college nights throughout Broward County. Student Ambassadors are eager to spread the word about academic and community enrichment programs at BCC. Ambassadors range in age from 18 to over 50 and their friendships and contacts will endure long after they graduate. For more information, contact: North-Mareta Sizemore, Bldg. 46, 201-2325, or msizemor@broward.edu; DTC-Diana Martin, 201-7412, or dmartin@broward.edu; Central-Michelle Lilly, 201-6359, Bldg. 19-130, or mlilly@broward.edu.

BCC Adventure Learning Challenge Course

Participate in a half or full day on the Adventure Learning Ropes/Challenge Course. Outdoor activities use hands-on experiences to teach such topics as leadership, team building, and a wide variety of class curriculum. Activities include both the Lows (ground-level games and team challenges) and the Highs (35-ft. climbs conducted in safety gear). Student clubs/organizations, classes and faculty/staff groups are encouraged to sign up for date. Check out the Adventure Learning website at www.broward.edu/wadvlearn.jsp or call 201-4500.

Students' Right to Know

The College is providing the following statistics regarding campus crime as mandated by the Florida Right To Know Act. During 2002, the following criminal offenses occurred on BCC's campuses:

Aggravated Assault/ Stalking	05	Robbery	03
Burglary/Breaking & Entering	08	Sex Offenses, Forcible	00
Homicide Offenses	01	Liquor Violation Arrests	00
Larceny/Theft Offenses	101	Drug Abuse Violation Arrests	04
Motor Vehicle Theft	14	Weapons Violation Arrests	00

STUDENT RIGHTS AND RESPONSIBILITIES

Bill of Rights

Student Bill of Rights (BCC Policy 6Hx2-5.25)
BCC Students are offered the following rights:

Broward Community College students should expect quality instruction delivered by a dedicated faculty engaged in continued professional growth (BCC Policy 6Hx2-2.05: Philosophy and Mission of the College). Broward Community College students are granted the following rights as outlined in BCC Policies and Procedures, the Student Handbook, College Catalog, and other appropriate publications of the College.

Access to Education: Broward Community College maintains an open-door policy to all students who qualify according to the BCC admission standards.

Sources:

- BCC Policy 6Hx2-2.05: Philosophy and Mission of the College
- BCC Policy 6Hx2-5.01: Admission

- ♦ BCC Policy 6Hx2-5.09: Service to Student with Disabilities
- ♦ BCC Policy 6Hx2-5.11: Student Financial Services Programs

Fairness in Grading: Students will receive a syllabus outlining relevant course policies regarding attendance and grading procedures during the first week of instruction. Students may appeal final grades that they consider a misapplication of College Policy or the course syllabus.

Sources:

- ♦ BCC Policy 6Hx2-4.18: Class Attendance
- ♦ BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process

Due Process When Charged With Violation of Student Code of Conduct: Students have the right to due process when charged with a violation of the Student Code of Conduct.

Source:

- ♦ BCC Policy 6Hx5-5.02: Student Code of Conduct

Non-discrimination and Harassment: Students have a right to be free from illegal discrimination and harassment based on race, color, religion, disability, sex, sexual orientation, national origin, marital status, and veterans status.

Sources:

- ♦ BCC Policy 6Hx2-5.02: Student Code of Conduct
- ♦ BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- ♦ BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students

Confidentiality of Records: The College protects the rights of students and their parents or guardians with respect to the confidentiality of student records. Student records may be released to third party individuals only as their requests comply with federal, state, or local laws, court orders and subpoenas, and circumstances involving the safety of persons or property.

Source:

- ♦ BCC Policy 6Hx2-5.03: Student Records

Student Publications: Students have the right to participate in free and responsible journalism at BCC.

Source:

- ♦ BCC Policy 6Hx2-5.04: Student Publications

Association and Assembly: Students have the right to form student organizations and may peacefully assemble on BCC property per the guidelines

set forth in BCC Policy.

Sources:

- ♦ BCC Policy 6Hx2-5.02: Student Code of Conduct
- ♦ BCC Policy 6Hx2-5.13: Student Life

Instructional/Non-instructional Issues: BCC provides policies and procedures for students to address instructional and non-instructional issues. Students shall follow the steps outlined in the following policies and procedures. Students are not precluded from appealing issues not specifically identified below:

- ♦ BCC Policy 6Hx2-4.02: Academic Load
- ♦ BCC Policy 6Hx2-4.03: Applicable Catalog/Recency of Credit
- ♦ BCC Policy 6Hx2-4.04: CLAST Waivers
- ♦ BCC Policy 6Hx2-4.05: Cancellation of Previous Unsatisfactory College Record for A.S. Degree and Certificate Students
- ♦ BCC Policy 6Hx2-4.07: Completion of Graduation Requirements After Transfer
- ♦ BCC Policy 6Hx2-4.09: Substitution Admission and Graduation Requirements for Student with Disabilities
- ♦ BCC Policy 6Hx2-4.11: Program Acceleration
- ♦ BCC Policy 6Hx2-4.18: Class Attendance
- ♦ BCC Policy 6Hx2-4.19: Grades and Grade Appeal Process
- ♦ BCC Policy 6Hx2-4.20: Religious Observances
- ♦ BCC Policy 6Hx2-4.23: Academic Standards of Progress
- ♦ BCC Policy 6Hx2-5.01: Admissions
- ♦ BCC Policy 6Hx2-5.02: Student Code of Conduct
- ♦ BCC Policy 6Hx2-5.20: Sexual Harassment/Battery/Assault
- ♦ BCC Policy 6Hx2-5.22: Non-Discrimination and Harassment Policy for Students
- ♦ BCC Policy 6Hx2-5.23: Grievance Process for Students for Non-Instructional Issues

Student Code of Conduct

Student Code of Conduct (BCC Policy 6Hx2-5.02)

The Student Code of Conduct outlines acceptable and unacceptable behavior for BCC students as well as appropriate disciplinary procedures and sanctions:

Upon admission to Broward Community College, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall

observe local, state, and federal laws as well as the academic and behavioral regulations found in the Broward Community College Student Handbook, the College Catalog, other official publications, and the BCC web site at www.broward.edu

Any student or student organization found to have committed the following misconduct, both on or off campus, is subject to the disciplinary sanctions outlined in Student Code of Conduct Procedures:

- 1) Dishonesty, including but not limited to the following:
 - a) Cheating, plagiarism, or other forms of academic dishonesty. The term “cheating,” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, look at text, notes or another person’s paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- b) Furnishing false information to any BCC official or faculty member.

- c) Forgery, alteration, or misuse of any BCC document, record, or instrument of identification.
 - d) Tampering with the election of any recognized BCC student organization.
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- 2) Disruption: Disruption or obstruction of teaching, research administration, disciplinary proceedings, other BCC activities, including its public-service functions on or off campus, or other authorized non-BCC activities, when the act occurs on BCC premises.
 - 3) Abuse: physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct which threatens or endangers the physical or emotional health or safety of any person.
 - 4) Theft or Damage to Property: attempted or actual theft of and/or damage to property of BCC or property of a member of the BCC community or other personal or public property.
 - 5) Discrimination as defined in BCC Policy 6Hx2-5.22
 - 6) Sexual Harassment as defined in BCC Policy 6Hx2-5.20
 - 7) Sexual Battery/Assault as defined in BCC Policy 6Hx2-5.20
 - 8) Hazing as defined in Florida State Statute 240.1325
 - 9) Non-Compliance with Directions: failure to comply with directions of BCC officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - 10) Keys: unauthorized possession, duplication, or use of keys to any BCC premises or unauthorized entry to or use of BCC premises.
 - 11) Violation of published BCC policies/procedures, rules or regulations.
 - 12) Violation of Law: violation of federal, state or local law on BCC premises or at BCC sponsored or supervised activities.
 - 13) Controlled Substances: use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law. Smoking in classrooms, on elevators, and in other designated non-smoking areas is prohibited.

- 14) Alcohol: use, possession or distribution of alcoholic beverages except as expressly permitted by the law and BCC regulations.
- 15) Public intoxication.
- 16) Weapons and Dangerous Materials: illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on BCC premises.
- 17) Unauthorized Demonstration: participation in a campus demonstration which disrupts the normal operations of BCC and infringes on the rights of other members of the BCC community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 18) Obstruction of Movement: obstruction of the free flow of pedestrian or vehicular traffic on any BCC premises or at BCC sponsored or supervised functions.
- 19) Disorderly Conduct: Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on BCC premises or at functions sponsored by, or participated in by BCC.
- 20) Computer Usage:
 - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and pass word.
 - d) Use of computing facilities to interfere with the work of another student, faculty member or BCC official.
 - e) Use of computing facilities to send or receive obscene or abusive messages
 - f) Use of computing facilities to interfere with the normal operation of BCC computing system.
 - g) Use of computing facilities to interfere with normal operation of BCC computing system.
- 21) False Representation: contracting or representation in the name of the College.

- 22) Abuse of the student discipline system, including but not limited to:
- a) Failure to appear before the chief student affairs officer, Hearing Officer, Student Conduct Committee, or other BCC officials when requested to do so.
 - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
 - c) Disruption or interference with the orderly conduct of a Student Conduct Hearing.
 - d) False accusations of student misconduct knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in or use of, the student discipline system.
 - f) Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of the Student Conduct Hearing.
 - g) Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Committee prior to, during, and/or after a Student Conduct Hearing.
 - h) Failure to comply with the sanction(s) imposed under the Student Code.
 - i) Influencing or attempting to influence another person to commit an abuse of the student discipline system.
- 23) Bribery: offering or giving money or any item of service to a BCC employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.
- 24) Violation of Law and BCC Discipline: to obtain assistance that would not have otherwise been provided.
- a) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the BCC community and/or disrupts the educational mission of the College.
 - b) BCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
 - c) When a student is charged by federal, state or local authority with a violation of law, BCC will not request or agree to special consideration for that individual because of his or her

status as a student. If the alleged offense is also the subject of a proceeding before the Student Conduct Committee under the Student Code, however, BCC may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the BCC community.

- d) BCC will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Consequences Based on Academic Dishonesty

Breaches of the College's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Additionally, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Student Organizations

Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization, and any of the following conditions apply:

- 1) The offense occurred at an event that was sanctioned by an officer of the organization.
- 2) Organizational funds are used to finance the activity.
- 3) The event where the offense occurred is substantially supported by the organization's membership.
- 4) Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
- 5) The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Recording Prohibition

Students may not make an audio or video recording of an instructor or speaker unless prior consent of the instructor or speaker is obtained. However, if

such recording is an Americans with Disabilities Act accommodation, prior notification is required, rather than consent.

Institute of Public Safety Students

Institute of Public Safety students who are enrolled in programs or courses regulated by the Florida Criminal Justice Standards and Training Commission are subject to the provisions of the Institute's "Trainee Rules, Regulations, and Procedures," in addition to the Student Code of Conduct.

Procedures: Student Code of Conduct

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of Broward Community College. In those cases not likely to result in a termination of a student's enrollment at the College, the campus/center chief student affairs officer shall have the responsibility for the administration of student sanctions and may impose varying degrees of disciplinary actions.

ARTICLE I: STUDENT CONDUCT REVIEW PROCEDURES

- 1) Any member of BCC community may file charges against any student or student organization for misconduct. Charges shall be prepared in writing and directed to the chief student affairs officer on the campus/center where the violation was committed. Any charge(s) should be submitted as soon as possible after the event takes place, preferably within forty-eight hours.
- 2) The chief student affairs officer of the campus/center, after reviewing the evidence and meeting with witnesses and the accused student, may impose sanctions outlined in this Procedure. The student shall be informed of the sanctions in writing.

ARTICLE II: SANCTIONS

- 1) Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- 2) Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during or after the probationary period.
- 3) Loss of Privileges - Denial of specified privileges for a designated period of time.

- 4) Fines – Student may be required to pay fines incurred (i.e. parking, library) as one of the conditions for complying with the sanction imposed.
- 5) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 6) Discretionary Sanctions - Work assignments, service to BCC or other related discretionary assignments
- 7) Withdrawal Without Refund – Withdrawal without refund is administratively imposed for violations of specific regulations.
- 8) BCC Suspension - Separation of the student from BCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- 9) BCC Expulsion - Permanent separation of the student from BCC.
- 10) The following sanctions may be imposed upon BCC groups or organizations:
 - a) Those sanctions listed above.
 - b) Deactivation or loss of specific organizational privileges for a specified period of time.

Other than BCC suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than BCC suspension or BCC expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than BCC suspension or BCC expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

ARTICLE III: APPEALS

- 1) A student, student organization, or complainant may appeal the sanctions imposed by the chief student affairs officer of the campus/center to the Vice President for Student Affairs. Such appeals shall be in writing and shall be delivered to the Vice President for Student

Affairs within five business days of the receipt of the sanctions from the campus/center chief student affairs officer. A student may appeal grades received involving allegations of academic dishonesty as outlined in BCC Policy 6Hx2-4.19 and Procedure A6Hx2-4.19.

- 2) If a student appeals the decision of the chief student affairs officer to the Vice President for Student Affairs, the chief student affairs shall decide if sanctions shall be in effect immediately or pending the outcome of the appeal process. If the student or student organization poses a threat to any person, is unruly, disruptive, uncontrollable, damages or threatens to damage any property, or some other very serious condition exists, the chief student affairs officer of the campus/center may suspend the student or organization from activity at BCC immediately, and have the student escorted off of BCC property.
- 3) The chief student affairs officer will forward all necessary paperwork to the Vice President, including but not limited to all incident reports filled out by BCC personnel, all security reports, any witness statements, and any police reports.
- 4) If the matter is referred to the Vice President for Student Affairs, he/she will decide if the matter will be heard and notify the student or student organization in writing of his/her decision. If the matter will be heard, the Vice President for Student Affairs will refer the case to the Student Conduct Committee. The Student Conduct Committee is a sub-committee of the Academic Standards Committee. The Student Conduct Committee shall consist of six members chosen from the Academic Standards Committee. A Hearing Officer shall be selected by the Vice President for Student Affairs from among the six members of the Student Conduct Committee. The Hearing Officer shall assume the role of Chair of the Student Conduct Committee.
- 5) The Student Conduct Committee, after hearing the case in the manner outlined in this Procedure, shall recommend sanction(s) to the Vice President for Student Affairs. The Vice President may accept, reject, or modify the recommendation offered by the Student Conduct Committee.
- 6) The Vice President for Student Affairs shall forward all pertinent paperwork to the Hearing Officer who shall present the charges to the student or student organization in written form. A time shall be set

for a hearing, not less than five or more than fifteen business days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Hearing Officer.

ARTICLE IV: HEARING PROCEDURES

- 1) Hearings normally shall be conducted in private. At the request of the accused student(s), and subject to the discretion of the Hearing Officer, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing. Admission of any person to the hearing shall be at the discretion of the Student Conduct Committee and/or its Hearing Officer.
- 2) In hearings involving more than one accused student, the Hearing Officer of the Student Conduct Committee, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
- 3) The complainant and the accused have the privilege of being assisted by one any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a Student Conduct Committee.
- 4) The complainant, the accused, and the Student Conduct Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Student Conduct Committee.
- 5) The student or student organization must notify the Hearing Officer of any witnesses and/or evidence they wish to present, at least one business day prior to the hearing.
- 6) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by a Student Conduct Committee at the discretion of the Hearing Officer.
- 7) All procedural questions are subject to the final decision of the Hearing Officer.
- 8) At the discretion of the Hearing Officer, the accused may have the privilege of facing the accuser.

- 9) There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct Committee. The record shall be the property of BCC.
- 10) After the hearing, the Student Conduct Committee shall determine by majority vote if the student has violated the section(s) of the Student Code that the student is charged with violating.
- 11) The Student Conduct Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
- 12) If the Student Conduct Committee determines that a violation(s) of the Student Code has occurred, they will vote on sanction(s) to recommend to the Vice President for Student Affairs. The recommended sanction(s) of the Student Conduct Committee may be more or less severe than those originally imposed by the chief student affairs officer.
- 13) The Vice President for Student Affairs, after receiving the recommendation of the Hearing Officer shall impose sanctions on the student or student organization. Sanctions shall be delivered to the student in writing.
- 14) Except in the case of a student charged with failing to obey the summons of a Student Conduct Committee or BCC official, no student may be found to have violated the Student Code solely because the student failed to appear before a Student Conduct Committee. In all cases, the evidence in support of the charges shall be presented and considered.
- 15) A quorum for the Student Conduct hearing will be the Hearing Officer and three members of the Student Conduct Committee.

ARTICLE V: Interpretation and Revision

- 1) Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination.
- 2) The Student Code shall be reviewed periodically at the discretion of the Vice President for Student Affairs.

Disruptive Student Policy

Disruptive Student Policy (BCC Policy 6Hx2-5.19)
The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students:

Students who cannot conform to the standards of appropriate behavior as set forth in Broward Community College Policy 6Hx2-5.02, Student Responsibilities, shall not be permitted to interfere with other students' access to a college education. Broward Community College students are subject to federal and state law, county and municipal ordinances, and all policies and procedures of the Board of Trustees. Violation of these published laws, ordinances, or policies and procedures may subject the violator to appropriate action by College authorities. The campus Deans of Student Affairs are authorized to recommend to the Vice President for Student Affairs the suspension or expulsion of students based on disruptive behavior. The Vice President for Student Affairs is authorized to enforce suspension or removal decisions, including the use of appropriate legal processes. Nonviolent student dissent does not fall under the purview of this policy.

For students who exhibit disruptive behavior serious enough to merit disciplinary action, the College may refer the students for appropriate psychological/psychiatric evaluation. The College shall retain the services of a psychological/psychiatric evaluator to assess the behavior and psychological condition of students who exhibit disruptive behavior or threaten bodily harm to themselves or others or exhibit severely disoriented perceptions and/or behaviors. Alternatively, College counselors may be used to assist students who exhibit less severe disruptive behavior.

All records associated with the treatment or disciplinary process shall be kept confidential. Students treated for a mental disorder under this policy are protected by the Americans with Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.

Students suspended under this policy shall (1) receive a 100% refund for the term during which they were suspended and (2) re-enroll only after certification by a licensed clinical psychologist or psychiatrist, a recommendation from a campus Dean of Student Affairs, and approval by the Vice President for Student Affairs.

Procedures: Dismissal of Disruptive Students

All referrals for immediate intervention with a disruptive student will be made to the appropriate campus/center chief student affairs officer, consistent with

BCC Policy 6Hx2-5.19, Dismissal of Disruptive Students. The campus chief student affairs officer will assess the student's condition, and if further evaluation is needed he/she will consult with the Vice President for Student Affairs and Enrollment Management. The campus/center chief student affairs officer and Vice President will determine whether an evaluation with an agency consultant is necessary, and the Vice President or his/her designated representative will make the referral to a professional clinician for psychological and/or psychiatric evaluation. The campus/center chief student affairs officer may decide not to allow the student onto campus prior to the results of professional evaluation.

The student will be informed by the campus/center chief student affairs officer of the reason(s) that he/she is being referred for the initial evaluation and whether the College will assume the expense for this evaluation. The results of the evaluation will be used by the Vice President, and the campus/center chief student affairs officer, in determining the student's enrollment status with the College.

The College will retain the services of professional clinicians who:

- 1) Are state licensed and have appropriate credentials in the field of mental health, according to State of Florida guidelines.
- 2) Will provide a written evaluation and diagnosis of the student in a timely manner following referral.
- 3) Will provide information regarding follow-up treatment if necessary.
- 4) Have the ability and available personnel to provide immediate crisis intervention, if the severity of the incident or client's condition so warrants.

Re-entry Process: If a student, who has been removed from the College under the Disruptive Student Policy, applies for re-entry to the College, the following process will be followed:

- 1) The campus/center chief student affairs officer must be contacted by the student regarding her/his request for re-entry to the College. The campus/center chief student affairs officer, in consultation with the Vice President for Student Affairs, shall determine if a student will be allowed to return to BCC. Students who are considered likely to disrupt the educational environment or who pose a threat to persons or property will not be re-admitted.

- 2) If a student does not agree with the decision made by the campus/center chief student affairs officer, he/she may appeal to the Vice President for Student Affairs and Enrollment Management.

Sexual Harassment Policy

Sexual Harassment Policy (BCC Policy 6Hx5.20)

The Sexual Harassment/Battery/Assault policy protects against and deals with sexual harassment:

Sexual Harassment: As established in Broward Community College Policy 6Hx2-3.31, Sexual Harassment, the College intends to protect all students from sexual harassment.

Sexual Harassment Defined: For the purpose of this policy, sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which (1) makes submissions to or rejection of such conduct either an explicit or implicit basis for academic decisions affecting the individual or (2) unreasonably interferes with the individual's academic performance by creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to:

- Unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his or her appearance.
- Use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.

Complaint Procedure: The Procedure for filing a complaint regarding sexual harassment is set forth in BCC Procedure A6Hx2-5.22, Non-Discrimination and Harassment Procedure for Students. All complaints and investigations of sexual harassment will be kept as confidential as possible to the extent allowed by law.

Any student who engages in the sexual harassment of any officer, employee, student, or agent of the College shall be subject to disciplinary action.

Sexual Battery/Assault: No student may commit or attempt a sexual battery/assault against any student or employee of the College or against any person at a College sponsored or supervised activity. In addition to any criminal or civil actions which may be pending or in process, the College may pursue a separate disciplinary action against any student believed to have committed or attempted a sexual battery as defined in Broward Community College Policy 6Hx2-3.32, Sexual Battery/Assault.

Sexual Battery Defined: Commonly referred to as rape, sexual battery shall be defined in accordance with Florida Statutes, Chapter 794.011, as a criminal act consisting of "oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object" without that person's consent. Consent means intelligent, knowing, and voluntary consent and does not include a coerced submission or a submission obtained by threatening the victim. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Furthermore, consent cannot be obtained from a person who is temporarily or permanently incapable of appraising the nature of his/her conduct. For example, a person who is under the influence of an intoxicating substance may be unable to appraise the nature of his/her conduct. Under Florida law, both males and females may be victims of sexual battery. It does not matter whether the victim knew his/her attacker (date/acquaintance rape) or did not know his/her attacker (stranger rape). It does not matter if the victim has had a previous relationship with his/her attacker.

Procedures: Sexual Harassment/Assault

The Non-Discrimination and Harassment Procedure for Students, A6Hx2-5.22, is the appropriate procedure to file a complaint of sexual harassment.

Sexual Battery/Assault: The President has delegated responsibility for administering this procedure to the Campus Deans of Student Affairs. Any violation of Broward Community College Policy 6Hx2-5.20, Sexual Harassment/Battery/Assault, on-campus or at College-sponsored events, shall be reported immediately to the campus/center chief student affairs officer or the campus Provost and/or the Campus Security Office. The chief student affairs officer shall immediately confer with the Vice President for Student Affairs and notify appropriate law enforcement agencies. The investigation of sexual battery/assault shall be the responsibility of law enforcement personnel.

College personnel shall assist by processing evidence, providing names of

witnesses, offering counseling support to victims and their families and arranging referrals to community agencies as necessary.

In order to alleviate rumors and promote understanding and calm, the campus provost/center director, in coordination with the Director of College Relations, shall also provide information to the campus community about the incident.

In the event an alleged perpetrator of a sexual battery/assault is an enrolled student, the chief student affairs officer, campus provost/center director, and the Vice President for Student Affairs shall first consult with law enforcement personnel and the College attorney and then decide whether immediate suspension from the College is warranted, pursuant to College disciplinary process as outlined in the Student Handbook.

In the case of off-campus violations of this policy involving students, the chief student affairs officer, campus provost/center director and Vice President for Student Affairs may assist law enforcement personnel consistent with the Family Educational Rights and Privacy Act and applicable Florida Statutes. Victim counseling and other support shall also be provided according to the needs of the victim and family members.

Non-Discrimination and Harassment Policy

Non-Discrimination and Harassment Policy (BCC Policy 6Hx2-5.22)

The Non-Discrimination and Harassment policy was developed to uphold laws protecting students against discrimination of all types:

General Statement: Federal and state laws protect students and student applicants against discrimination.

- 1) Broward Community College affirms its commitment to ensure that each student shall be permitted to study and otherwise participate in the BCC community in an environment free from any form of illegal discrimination, including race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, and veteran status. The College recognizes its obligation to work towards a community in which diversity is valued and opportunity is equalized. This rule establishes procedures for a student to file a complaint of the alleged discrimination or harassment.
- 2) It shall be a violation of this policy for any officer, employee, or agent of the College to discriminate against or harass, as hereinafter defined, any student or student applicant. Discrimination and harassment are forms of conduct that shall result in disciplinary or other action as provided by the rules of the College.

Definitions:

- 1) For the purpose of this policy, discrimination and harassment are defined as treating any student or student applicant differently than others are treated based upon race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veteran status.
- 2) Conduct that falls into the definition of discrimination includes, but is not limited to:
 - a) Disparity of treatment in educational programs and related support services on the basis of membership in one of the listed groups.
 - b) Limitation in access to participation in athletic, social, cultural or other activities of the College because of membership in one of the listed groups.
 - c) Discrimination of the foregoing types on the basis of sex, unless based on legal distinctions in needs for restrooms, athletics, and other such areas.
 - d) Retaliation for filing complaints or protesting practices that are prohibited under this policy.
- 3) Conduct that falls into the definition of harassment includes, but is not limited to, harassment based on race, color, religion, age, disability, sex, sexual orientation, national origin, marital status, or veterans' status. (For harassment on the basis of sex, see Policy 6Hx2-5.20 Sexual Harassment). Within the context of this policy, harassment is defined as conduct that unreasonably interferes with a student or student applicant's status or performance by creating an intimidating, hostile, or offensive environment. It includes offensive or demeaning language or treatment of an individual where such language or treatment is based typically on prejudicial stereotypes of a group to which an individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, or other intimidating or insulting conduct directed against the individual.
- 4) Scope of prohibitions: Activities covered under this policy include, but are not limited to, all educational, cultural and social activities occurring on campus or sponsored by BCC.

Procedures: Non-Discrimination Policy

Administration: The campus chief student affairs officer on each campus/

center shall administer procedures as they apply to students. The campus chief student affairs officer shall answer inquiries regarding procedures contained in policy and may provide informal advice to students who are unsure whether they have been victims of discrimination or harassment.

Informal Complaints: Any student or applicant for admission to the College who believes that he/she has been the subject of discrimination or harassment may seek advice or consultation from the campus chief student affairs officer or a Counselor who may informally advise the complainant in formulating a plan for resolution of the problem. Should the problem not be resolved satisfactorily using the informal process, the complainant shall have 30 days to file a formal complaint.

Formal Complaints: A formal complaint must be made in writing and submitted to the Campus Provost/Center Administrator. The written complaint shall contain the name of the complainant and state the nature of the act(s) complained of, including such details as the name of the alleged offender(s) and the date(s) on which the offending act(s) occurred, the name(s) of any witnesses, and the desired resolution(s). A formal complaint must be filed within 180 days of the alleged act(s) of discrimination or harassment or within 30 days following the informal complaint resolution.

The Campus Provost/Center Administrator may attempt resolution during the course of an investigation of a complaint. The Campus Provost/Center Administrator shall involve the campus chief student affairs officer in the investigation of all student/student and student/employee complaints.

If resolution of the complaint was achieved between the parties and the alleged offender fails to abide by the agreement or retaliates against the alleged victim, the Campus Provost/Center Administrator may require the complaint to proceed as if resolution had not been reached.

If the complaint involves the Campus Provost/Center Administrator or if the complainant believes that the Campus Provost/Center Administrator may lack impartiality, the complainant may choose to file a formal complaint with the Vice President for Student Affairs and Enrollment Management.

Resolution: The Campus Provost/Center Administrator may provide a reasonable resolution to the complaint and may also recommend or take disciplinary action against the alleged offender. Disciplinary action shall be taken in accordance with the Student Code of Conduct in the case of a student, or in accordance with the policies and procedures affecting the class of em-

ployee, consistent with the terms of any applicable collective bargaining agreement.

Prohibition of Retaliation: No College student or employee shall retaliate against a complainant. Any attempt to retaliate against a student, employee, or agent for initiating a complaint shall be treated as a separate incident of discrimination or harassment.

Confidentiality: All complaints of discrimination, harassment, or retaliation and investigations of the same will be kept as confidential as possible to the extent allowed by law.

Frivolous or Malicious Complaints: In the event that a claim of discrimination, harassment, or retaliation is found to be frivolous or malicious, appropriate College sanctions, including disciplinary action as appropriate, shall be taken against the complainant.

Concurrent Grievance: Nothing contained in this procedure shall affect the right of a complainant to pursue the matter with an appropriate external agency.

Informal and formal complaints regarding the academic treatment of students with disabilities will be referred to the campus Office of Disability Services to assure that Disability Services Grievance Procedures have been exhausted. If those procedures have been exhausted without a resolution agreeable to the student, that student may contact the College's ADA Coordinator, Marcia Conliffe at 201-7634, or email mconliff@broward.edu, or 225 E. Las Olas Blvd. Rm 125C, Ft. Lauderdale, FL 33301.

The Equity Coordinator is designated to coordinate compliance with civil rights protections. Questions pertaining to educational equity, equal opportunity or equal access should be addressed to Dr. Edward M. Henn at 201-7405, or e-mail ehenn@broward.edu, or 111 East Las Olas Blvd. Rm 1208, Ft. Lauderdale, FL 33301.

Grievance Process

Grievance Process (BCC Policy 6Hx25.23)

The Grievance Policy assures rapid resolution of conflicts between students and faculty:

The College encourages students to resolve their differences with College

employees as soon as possible; however, in order that students may be assured fair consideration of their problems, a means of review and appeal to a higher-level authority, without prejudice, is hereby established.

Grievance Defined: For the purpose of this policy a grievance is defined as a student’s perception of the improper application of College policies or procedures.

Any student has a right to file a grievance. The President shall establish appropriate procedures for facilitating grievances.

Procedures: Grievance Process for Non-Instructional Issues

Informal Resolution: The student shall informally submit his/her grievance, either verbally or in writing, to the supervisor of the department where the alleged improper application of College policy or procedure occurred. The student must submit his/her grievance within 30 calendar days after the incident is alleged to have occurred and the grievance must refer to the specific College Policy or Procedure that was unfairly or misapplied. Students may choose to either ask for a specific action on the part of the College or are free to simply voice their grievance without asking for any action on the part of the College.

Formal Resolution: If a satisfactory resolution cannot be reached with the supervisor of the department, the student may formally appeal the decision, in writing, to the next higher level supervisor. The student must submit his/her grievance within 30 calendar days after a response is received from the informal process. Appeals to higher levels of authority end with the appropriate campus provost/center director, or appropriate vice president.

The Vice President for Student Affairs may serve as a liaison between students and staff at all levels of the grievance process.

HIV/AIDS

HIV/AIDS (BCC Policy 6Hx2-5.16)
The HIV/AIDS policy assures compliance with the Americans with Disabilities Act of 1990:

The Americans with Disabilities Act of 1990, Section #504 of the Federal Rehabilitation Act of 1973, and the Florida Educational Equity Act prohibit discrimination against persons with disabilities. Any student with HIV or

AIDS may seek assistance from any Campus Disability Services Office. The following policy has been enacted pursuant to Florida Statutes 240.3191, 240.3192, and 240.3193.

In recognition of human immunodeficiency virus (HIV) infection and acquired immune deficiency syndrome (AIDS), the campus student life offices will coordinate a program consisting of education, prevention, activities, and counseling services. Students will be referred to community and governmental agencies for additional support as necessary.

No student will be denied admission to the College on the basis that he/she has HIV. The College will not inquire of any potential student as to whether or not that person has HIV except where health records are required. In accordance with Florida Statutes 381.609, and the American College Health Association's Recommended Standards and Practices for a College Health Program, any student who informs the College that he/she has HIV will be afforded confidentiality regarding disclosure of their medical condition. No person, group, agency insurer, employer, or institution shall be provided any medical or other information without the prior specific written consent of the affected person. In the health sciences, medical records or other information will not be disclosed unless required by the health care agency where the student is acquiring clinical experiences. Students with HIV/AIDS who do not pose a threat to the safety of themselves or others will remain in classes.

The Broward Community College Student Handbook provides further information concerning HIV and AIDS, including identification of additional campus resources that may provide further information on HIV and AIDS. Any student who feels that they have been discriminated against in violation of this policy should notify the Vice President for Student Affairs.

Student Ombudsman

Student Ombudsman (BCC Policy 6Hx2-5.26)

Broward Community College has designated personnel to serve as ombudsmen to advocate for student issues:

The campus/center chief student affairs officer shall serve as the campus/center Student Ombudsman, and will serve as an advocate for students' general issues and concerns. The campus/center chief student affairs officer will guide students to appropriate personnel, and provide students with appropriate College policies and procedures.

If a student's issue is related to academic standards of progress, graduation

requirements, access to courses, or other academic policies, the campus/center chief student affairs officer will refer the student to the Academic Standards Committee. The Academic Standards Committee makes recommendations to the Vice President for Student Affairs upon reviewing the student's petition and interviewing the student. The Vice President for Student Affairs shall approve or disapprove recommendations from the Academic Standards Committee in his/her role as the College Student Ombudsman.

The College Ombudsman is the Chief Student Affairs Officer for the College, Vice President for Student Affairs, Robert Cabello. The Campus Ombudsman for each campus is the Dean of Student Affairs at each campus, and the Director of Student Affairs at each center.

Procedures: Student Ombudsman

The college provides students with an Academic Standards Committee which is empowered to address students' requests for exceptions to academic policies.

The chief student affairs officer on each campus or center, in the role of campus/center Student Ombudsman, shall be responsible for addressing student concerns.

The Academic Standards Committee hears appeals from students on matters related to academic policies such as standards of progress, graduation requirements, and repeating courses. The Committee makes recommendations to the Vice President for Student Affairs in his/her role as College Student Ombudsman. The following procedure shall apply to requests for exceptions to established academic policies:

- 1) The student shall complete the Academic Standards Petition that is available at all student affairs offices. The Petition shall include all pertinent and relevant documentation such as transcripts, letters from the transferring institution, medical documentation. If the petition is a request for admission while on suspension or dismissal from another institution, the student should include a letter of support (if available) to attend Broward Community College from the previously attended institution.
- 2) The campus/center chief student affairs officer or designee must sign the petition and forward it to the College Registrar's office no later than one week prior to the scheduled meeting. Exceptions must be approved through the campus/center chief student affairs officer.

- 3) The dates, places and times of the Academic Standards Committee are published in the College calendar and can be obtained from the campus/center student affairs offices.
- 4) In cases involving entering or re-entering Broward Community College after suspension, the student shall be required to attend the meeting. Students will appear before the Committee in order of sign-in.
- 5) After careful review of the petitions the Committee shall make recommendations to the Vice President for Student Affairs. The Vice President for Student Affairs approves or disapproves the recommendations from the Committee.
- 6) The student shall be notified in writing of the Vice President's decision.

STUDENT FEES, CHARGES, AND REFUNDS

Student fees, charges, and refunds (BCC Policy 6x2-6.13)

Students are eligible for refunds in certain specific cases. The following is an excerpt from the complete policy. To read the complete policy visit www.broward.edu/polprocman:

When a student petitions for a refund, he/she must have withdrawn from any class(es) for which a petition is being considered.

Refunds for Degree and Certificate Program Courses: A full refund of matriculation, tuition, and all other special fees categorized as refundable shall be made when official drop notification is received and approved prior to the end of the College's published drop period. Student Financial Services and the Comptroller's Office shall establish refund guidelines pursuant to federal rules.

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost/Downtown Center Administrator as appropriate. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, and other emergency circumstances or extraordinary situations.

ACADEMIC POLICIES

Community College Transfer Guarantee

The Community College Transfer Guarantee assures that students with an Associate of Arts degree are guaranteed specific transfer rights to other state colleges and universities.

Graduates with an Associate of Arts (A.A.) degree are guaranteed certain transfer rights under the Florida Articulation Agreement, Rule 6A10.024. Broward Community College graduates enrolled in an A.A. degree program who are seeking admission to a Florida Public University, will enjoy these benefits:

- 1) Students are guaranteed admission to one of the state universities, but not necessarily to a limited access program.
- 2) All credits earned toward the A.A. degree will transfer to the university.
- 3) The university catalog in effect the year the A.A. degree student enrolled at BCC will remain in effect, provided enrollment is continuous.
- 4) When the general education core is completed at BCC, a state college or university cannot require additional general education courses.
- 5) The receiving university must award equivalent credit for courses successfully completed at Broward Community College for courses in the Statewide Course Numbering System.
- 6) Accelerated credits (CLEP, dual enrollment, etc.) earned at BCC will transfer to a state university.

The receiving university reserves the right to determine what courses students must take for a baccalaureate degree. All A.A. degree credits, although transferred, may not satisfy some specific program prerequisites. A student transferring before completion of the A.A. degree does not have the above guarantees.

Students who believe that these guarantees have been denied during transfer should file a written appeal with the Vice President for Student Affairs at BCC.

Class attendance policy

Class attendance policy (BCC Policy 6Hx2-4.18)

The Class Attendance Policy outlines rules for class attendance:

The College believes that class attendance plays a major role in the teaching/learning process and, therefore, expects students to attend classes regularly and on time. Exceptions to this policy are set forth below.

Faculty Responsibilities

It is the responsibility of each faculty member to formulate an attendance policy for the courses he/she teaches and to ensure that this policy is communicated in writing in the course syllabus within the first week of class meetings. Members of the College's staff are expected to exercise good judgment in the formulation, implementation, and application of their policies.

Non-Class Days

Should unanticipated circumstances that are beyond anyone's control or when concerns are raised about the safety and/or security of the students, faculty, staff, and/or the facilities, the President or his/her designee has the authority to close a campus or the College. For purposes of grading and attendance policies, the day(s) during which the campus/College is closed shall be considered a non-class day(s). When this occurs, each faculty member shall determine how best to make up the lost class time.

Non-Penalized Absences

There shall be no penalty for a student who is absent from academic activities because of religious holy day observances in his/her own faith, the student's serious illness, a death in the immediate family, or attendance to statutory governmental responsibilities.

Student Responsibilities Relative to Non-Penalized Absences

A student shall notify instructors in advance of absence(s) to observe a religious holy day(s) in his/her own faith, and shall likewise notify instructors in advance of other absences when practicable under the circumstances. "Death in the immediate family" shall be interpreted to mean mother, father, spouse, child, brother, sister, grandparents, or grandchildren. "Statutory governmental responsibilities" refer to such matters as jury duty, subpoena for court appearance, or unplanned military obligation. If a non-penalized absence occurs on the first day of class, the student shall notify the instructor of the reason for his/her absence at the next class meeting. Documentation for

non-penalized absences shall be presented by the student should the faculty member request it. The student shall be responsible for the material covered in his/her absence and shall be granted a reasonable amount of time to make up any work or test missed for non-penalized absences.

Extenuating Circumstances

Should a student see a difficulty in observing the attendance policy in his/her class, contact shall be made with the faculty member involved within the first week of class to work out an alternate arrangement. If an alternate arrangement cannot be made, then the student may seek an alternate class, where applicable, that accommodates his/her requirements.

Excessive Absences

Excessive absences from any course, regardless of the reason, may result in withdrawal of the student from the course and/or necessitate that the student repeat the course.

Classes with Special Instructional Requirements

Attendance requirements shall conform to applicable accreditation standards, licensure requirements, or other instructional requirements. Although the make up of laboratory or clinical classes may not be possible, non-punitive provisions will be made for absences caused by serious illness, religious observances, or other approved reasons. These provisions may include giving a student a W or I grade.

Appeals

A student may appeal a Faculty member's attendance policy, or the application thereof, by following the procedure for appeals concerning grades which is set forth in Broward Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Grades and Grade Appeal Process

Grades and grade appeal process (BCC Policy 6Hx2-4.19)

The grades and Grades Appeal process policy establishes a mechanism for students to challenge a grade:

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, limits the number of times a student may attempt a course. An attempt is defined as student enrollment after the 100 percent refund deadline.

Total Attempts College-Level Courses

A student may have only three attempts per course, including the original

grade, repeat grades, withdrawals, and audits declared after the end of the drop/add period. A fourth attempt may be allowed only through a successful petition to the Academic Standards Committee based on major extenuating circumstances. The total attempts limitation, however, does not apply to repeatable courses, such as music, choir, etc., that have been successfully completed and are now being repeated for further skill enhancement; or to courses that are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

Total Attempts - College-Preparatory Courses

A student may not enroll for more than three attempts in each college-preparatory course. A student who withdraws from a college-preparatory course under major extenuating circumstances may be granted an exception through petition to the Academic Standards Committee. A college preparatory student, who is required to be certified as completing competency-based college preparatory instruction, may not enroll as an audit student.

Faculty Grading Policy

Each Faculty member shall communicate in writing in clear detail his/her grading policy within the first week of class meetings of each course. The policy shall be included in the syllabus for the course. The elements to be considered in calculating the student’s course grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. Any appeal on the grade shall be considered against the background and the standard as set forth in the Faculty member’s grading policy.

Final Grades and Records

Final grades for each term are recorded and preserved. Reports are submitted to students at the close of term. Grade point averages for graduation and honors are calculated only on college level academic work and include all work attempted at all colleges.

The following grades are used to calculate the grade point average:

Grades		Points
A	Excellent	4
B	Good	3
C	Average	2
D	Passing	1
F	Failure	0

The following grades, however, do not affect the grade point average:

Grades		Points	Grades		Points
I	Incomplete	0	NG	No Grade Assigned	0
W	Official Withdrawal	0	NR	Grade Not Received	0
X	Audit	0	S	Satisfactory	0
XW	Audit Withdrawal	0	U	Unsatisfactory	0
			NC	Non-Credit Course	0

Non-Punitive Grades: Grades which do not affect the grade point average are awarded under the following circumstances.

I Incomplete

An **I** grade may be given in courses where a student in good standing and with documented extenuating circumstances has not completed the required course work by the end of the term. The student should make arrangements to have the **I** changed to a final grade by the Instructor (by the agreed upon date) during the next full semester (summer terms are not considered in this time limit). If no change is initiated during the next full term, the **I** will automatically become an **F** on the student's permanent record. If the course work is completed, resulting in a passing grade, the student's transcript will be amended and final GPA calculated.

W Official Withdrawal

Florida State Board of Education Administrative Rules, Chapter 6A-14.0301, requires community colleges to adhere to the following procedures relating to the awarding of a **W** for a student withdrawal from a course.

- 1) The student may withdraw without academic penalty from any course by the midpoint in the semester.
- 2) The student will be permitted a maximum of two withdrawals per course.
- 3) Upon the third attempt, the student will not be permitted to withdraw and will receive an **A**, **B**, **C**, **D**, or **F** grade for that course.

X and XW Audit

A student should indicate the desire to audit a course when registering for the class and cannot change from audit to credit after the drop/add period. Up to the end of the withdrawal period, a student may change to audit with the permission of the Faculty member. A student who audits a course must adhere to attendance requirements of the course and, if the Faculty member desires, in-class requirements. No grade will be assigned and no credit will

be awarded; however, an audit will count as an attempt if such enrollment status is declared after the end of the drop/add period. The transcript will indicate a course was audited by listing an **X** grade, but an **XW** indicating withdrawal may be given the student at the discretion of a Faculty member for failure to adhere to attendance or in-class requirements of the course. A student may take a course previously audited for credit but may not petition for credit on the basis of the previous audit. The cost for auditing a course is the same as taking it for credit. A department may exclude a course from audit status. College preparatory students, who are required to be certified as completing competency-based college preparatory instruction, may not be enrolled as audit students.

NC Non-Credit Course

The **NC** is assigned automatically for any zero credit hour course. **NC** is used for continuing education, economic development, lifelong learning, and other classes for which no credit is awarded.

NG No Grade Assigned

The **NG** is used to indicate that a student has not satisfied the requirements for a non-credit class. It is also used for certain self-paced courses as well as designated Health Sciences and continuing education classes.

NR No Grade Reported

The **NR** is assigned by the Registrar's Office in cases where class rolls have not been submitted in time for normal processing of grades.

S and U Satisfactory and Unsatisfactory

The S and U grades are used only for those courses that have received prior approval through the curriculum review process to award the Satisfactory/Unsatisfactory grades.

Forgiveness

In accordance with *Florida State Board of Education Administrative Rules*, Chapter 6A-14.0301, a student who has completed a course and desires to improve his/her grade for that course may repeat the course only if he/she has earned a D or F grade. The number of repeat attempts is limited to two per course. Repetition of a course removes the previous grade from the student's record only for the purpose of calculating grade point average. The original grade remains on the transcript, but only the grade earned in the last attempt is used for calculating the degree grade point average. The State's Articulation Agreement does not allow courses to be repeated for the purpose of changing a student's grade point average after the associate degree has been awarded.

Withdrawal Under Exceptional Circumstances

When a student is required to withdraw from a course after the official drop period, but prior to the midterm date, because of circumstances determined by the College to be exceptional and beyond the control of the student, a 100 percent refund may be approved by the Provost of the campus, the Downtown Center Administrator, or the Provost of the Center for Health Sciences Education, where the student is enrolled. Such circumstances may include, but are not limited to, serious illness, involuntary call to active military duty, or other emergency circumstances or extraordinary situations.

Grade Appeal Process

The Grade Appeal Processes apply to final course grades and grades received as a result of academic dishonesty. The appeal processes described in Procedure 6Hx2-4.19 provide procedural due process to students.

Grounds for Using the Grade Appeal Process

Any appeal of a course grade shall be considered in comparison with the standards in the Faculty member's grading policy. Each Faculty member shall communicate in clear, detailed written form his/her grading policy within the first week of the course. The policy shall be included in the course syllabus. The elements to be considered in calculating the student's grade shall be clearly articulated as to value and all factors to be considered in arriving at the final grade shall be stated. The student's appeal shall be based upon a complaint of inequitable treatment that the student can demonstrate with reasonable evidence. The appeal shall show that the grading policy was misapplied to the student.

The appeal shall be based upon the student's claim that academic dishonesty did not occur. The academic sanction imposed by the Faculty member and stipulated in the course syllabus may not be appealed.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly graded in a course, the student should meet or communicate no later than the second week of the next term with the Faculty member in an attempt to settle the disputed grade and avoid the formal Grade Appeal Process. If the student is uncomfortable with approaching the Faculty member, the Department Head may arrange the meeting between the student and the Faculty member.

Either the Faculty member or the student may request the Department Head/Center Administrator or other college official to be present. If the resolution results in a grade change, then the Faculty member shall initiate said change no later than five working days of the meeting.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files a grade appeal, then the student may initiate this process with the Department Head.

If the student is dissatisfied with the Faculty member's decision, then the student may begin the three-step Grade Appeal Process as outlined below. The purpose of this process is to determine whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty Staff Handbook*, and in the Faculty member's grading policy as transmitted to the student.

At any step, if the student and the Faculty member can resolve the issue, the Appeal Process is concluded. Deviations from the time frames stipulated in the formal Grade Appeal Process must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a *Grade Appeal Request Package* from the Student Affairs Office or the Department Head/Center Administrator's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal as soon after receiving his/her final grades as possible, but no later than within three weeks after the start of the next term. The process begins with the student submitting the *Grade Appeal Request Package* to the Faculty member via the Department Head/Center Administrator. In the absence of extraordinary circumstances, failure to complete the *Grade Appeal Request Package* in the designated time period will end the student's right to appeal. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. All appropriate funds will be refunded to them.

Step 2: Mediation by Department Head. The Department Head will have five working days to set a date acceptable to all parties for a mediation session. This mediation session shall be within ten working days of the receipt of the *Grade Appeal Request Package* from the student as a result of Step 1.

If the Instructor is also a Department Head, the Dean of Academic Affairs/Center Administrator will designate another Department Head to conduct the mediation. In the case of the Downtown Center, the Center Administrator will ask an appropriate Department Head from one of the campuses to conduct the mediation session.

Following the mediation session, the Department Head will reply in writing to the student as to whether the request is either 'granted' or 'denied.' If the Faculty member has declined to change the recorded grade, the Department Head will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus/Center Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Department Head's mediation, he/she may notify the Campus Academic Dean/Center Administrator within five working days of the Department Head's response from Step 2. The Department Head will forward the *Grade Appeal Request Package* to the Campus Academic Dean/Center administrator. The Campus Academic Dean/Campus Administrator will submit the *Grade Appeal Request Package* to the Campus/Center Grade Appeals Committee. For purposes of this procedure, the Center for Health Sciences and the Willis Holcombe Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator and the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have three weeks from the time the *Grade Appeal Request Package* is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and

will distribute all necessary documentation.

The Campus/Center Grade Appeals Committee will review the *Grade Appeal Request Package*. It will consider whether or not the Faculty member followed the College grading policy as specified in the Catalog, in the *Broward Community College Policy Manual*, in the *Broward Community College Faculty/Staff Handbook*, and in the course syllabus. The student and Faculty member will be advised of the Campus/Center Grade Appeals Committee's decision by the Academic Dean/Center Administrator within five working days of the hearing. The decision of the Campus/Center Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Grade Appeal Process For Academic Dishonesty

The students, Faculty, administration and staff at Broward Community College value academic honesty as the foundation of the teaching and learning process and are committed to cultivating an environment whereby personal and professional responsibility and accountability are central to all operations.

Breaches of the College's Student Code of Conduct pertaining to academic dishonesty (A6Hx2-5.02) may result in academic penalties at the discretion of the instructor and referral for disciplinary action through student affairs. Academic penalties may include, but are not limited to, a failing grade for a particular assignment or a failing grade for a particular course. Limited access programs, such as health sciences, may outline in program handbooks the sanctions for academic dishonesty which may include dismissal from the program.

Each Faculty member shall communicate in writing a statement on the consequences of academic dishonesty within the first week of the course. In addition to any academic penalties imposed by the Faculty member, the student may be referred to the chief student affairs officer of the campus/center for violations of the Student Code of Conduct.

Preliminary Action: Resolution with the Faculty Member. If a student thinks that he/she has been unfairly accused of academic dishonesty, the student shall meet or communicate with the Faculty member within five working days of the accusation in an attempt to settle the matter. If the student is uncomfortable with approaching the Faculty member, the Department Head/Center Administrator may arrange and attend the meeting between the stu-

dent and the faculty member.

If the resolution cannot be reached between the Faculty member and student, the student may begin the three-step formal Grade Appeal Process for Academic Dishonesty as outlined below. The purpose of this process is to determine whether or not there is sufficient evidence to uphold the student's assertion of innocence.

Should the Faculty member no longer be in the College's employ and/or be unreachable by any means when the student files an appeal, then the student may initiate this process with the Department Head/Center Administrator.

At any step, if the student and the Faculty member agree to a resolution of the issue, the appeal process is concluded. Deviations from the time frames stipulated in the Grade Appeal Process for Academic Dishonesty must be agreed to by both the student and the Faculty member.

Adjunct faculty may request the assistance of a full-time Faculty mentor during the appeal process.

Step 1: Submission of Documents. The student will obtain a Grade Appeal for Academic Dishonesty Request Package from the Student Affairs Office or the Department Head/Center Administrator's Office. In the completion of this package, the student must include all issues and arguments and must attach all pertinent forms, paperwork, and evidence that he/she wishes to be considered in the appeal. The student must make the written appeal no later than five working days after meeting with the Faculty member.

The process begins with the student submitting the Grade Appeal for Academic Dishonesty Request Package to the Faculty member through the Department Head/Center Administrator. In the absence of extraordinary circumstances, failure to complete the Grade Appeal for Academic Dishonesty Request Package during the designated time period will end the student's right to appeal.

Students will be allowed to continue attending the class during the appeal process. Students taking sequential courses will be allowed to enroll for subsequent classes, but they are cautioned that should they lose their appeal, they will be removed from the classes. Any tuition and fees paid for classes from which the student is withdrawn subsequent to this provision will be refunded to them.

Step 2: Mediation by Department Head. The Department Head will have five working days to set a date acceptable to all parties for a mediation session. The Faculty member will submit in writing all relevant documentation to the Department Head prior to the mediation session. This mediation session shall be within ten working days of the receipt of the Grade Appeal for Academic Dishonesty Request Package from the student as a result of Step 1.

Following the mediation session, the Department Head will submit in writing to the student the outcome of the mediation session. If the Faculty member has declined to rescind the allegation of academic dishonesty, the Department Head will convey the Faculty member's rationale to the student in the formal reply. The student will be afforded five working days to decide if he/she desires to pursue the appeal with the Campus/Center Grade Appeals Committee.

Step 3: A Hearing Before the Campus/Center Grade Appeals Committee. If the student is dissatisfied with the results of the Department Head's mediation, he/she may notify the Campus Academic Dean/Center Administrator within five working days of receiving the Department Head's response from Step 2. The Department Head will forward the Grade Appeal for Academic Dishonesty Request Package to the Campus Academic Dean/Center Administrator. The Campus Academic Dean/Campus Administrator will submit the Grade Appeal for Academic Dishonesty Request Package to the Campus/Center Grade Appeals Committee. For purposes of this procedure, the Center for Health Sciences and the Willis Holcombe Center will be considered separate campuses.

The membership of the Campus/Center Grade Appeals Committee will be chosen from a resource pool of Faculty, advisors, counselors, and students. The pool will be jointly appointed by the Campus Academic Dean/Center Administrator and the Faculty Senate President. The Campus Academic Dean/Center Administrator will convene the Committee, which will be comprised of seven members from the pool, and serve as the Chairperson. Faculty will constitute a majority of the Committee. Only one member may be from the affected department. One member will be a student. The remaining members of the Committee will be representative of a cross-section of academic disciplines and student personnel areas.

The Campus/Center Grade Appeals Committee will meet on an as-needed basis. The Committee will have ten working days from the

time the Grade Appeal for Academic Dishonesty Request Package is received to hold a meeting. The Chairperson of the Committee will notify all affected parties of a hearing date no less than five working days prior to the hearing and will distribute all necessary documentation.

The Campus/Center Grade Appeals Committee will review the Grade Appeal for Academic Dishonesty Request Package and will consider whether or not there is sufficient evidence to support the student's claim of innocence as it relates to academic dishonesty. The student and the Faculty member will be advised in writing of the committee's decision by the Academic Dean/Center Administrator within five working days of the hearing. The decision of the Campus/Center Grade Appeals Committee will be final and binding, pending a review of the decision and the documentation by the Vice President for Academic Affairs for completeness and consistency.

Religious observances

Religious observances (BCC Policy 6Hx2-4.20)

The Religious Observance policy assures the right and freedom of religious choice on campus:

Broward Community College values the right and freedom of religious choice by all individuals. Accordingly, the College will seek not to schedule major college events, such as major class assignments, major examinations, and official ceremonies, on major religious holidays whenever practicable. Reasonable alternatives shall be provided for students to carry out their responsibilities as students when their religious observance, practice and belief interfere with admission, registration, class attendance, examinations, class work assignments, and participation in official ceremonies.

Students may seek redress when they believe they have been unreasonably denied educational benefits because of their religious beliefs or practices by Community College Policy 6Hx2-4.19, Grades and Grade Appeal Process.

Students shall notify instructors in advance of absences to observe religious holy days in their own faith, and shall be excused from such absences without penalty. However, if non-penalized absences occur on the first day of class, students shall notify their instructors of the reasons for their absences at the next class meeting. Students shall be held responsible for material covered during their absences and shall be granted a reasonable time to make up any work or tests missed for non-penalized absences.

All absences shall be subject to the provisions of Broward Community College Policy 6Hx2-4.18, Class Attendance.

~NOTES~

A blank, lined page from a spiral-bound notebook, tilted slightly to the right. The page has horizontal ruling lines and a vertical margin line on the left side. The spiral binding is visible along the right edge.

~NOTES~

A blank sheet of lined paper with a vertical margin line on the left, tilted at an angle. The paper has horizontal ruling lines and a single vertical line on the left side, creating a margin. The paper is placed on a light-colored surface.

AUGUST 2004

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Sessions I & II classes begin	24	25 Session II last day to drop and last day for 100% refund	26	27 Session I last day to drop and last day for 100% refund Weekend college sessions I & II classes begin	28
29	30	31 Weekend College session II last day to drop and last day for 100% refund	1	2	3	4

SEPTEMBER 2004

S	M	T	W	T	F	S
29	30	31	1	2 Weekend College session I last day to drop and last day for 100% refund	3	4
5	6 Labor Day no classes day or evening	7	8	9	10	11
12	13 Session III classes begin	14	15 Fall Holiday No evening classes Session III last day to drop and last day for 100% refund	16 Fall Holiday No classes Day or evening	17 Weekend College session III classes begin	18
19	20 Weekend College session III Last day to drop and last day for 100% refund Midterm session II	21	22	23	24 Last day to withdraw session II Last day to change from credit to audit session II	25
26	27	28	29	30	1	2

OCTOBER 2004

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Session II last day of classes	16
17	18 Session IV classes begin	19 Midterm Session I Grades due session II	20 Session IV last day to drop and last day for 100% refund	21	22 Weekend College session IV classes begin	23
24	25 Weekend College session IV Last day to drop and last day for 100% refund	26	27	28	29 Last day to withdraw session I Last day to change from credit to audit session I	30
31	Midterm session III					

NOVEMBER 2004

S	M	T	W	T	F	S
31	1	2	3 Last day to withdraw session III Last day to change from credit to audit session III	4	5	6
7	8	9	10	11 Veterans' Day no classes day or evening	12 Midterm session IV	13
14	15	16	17	18 Last day to withdraw session IV Last day to change from credit to audit session IV	19	20
21	22	23	24 Thanksgiving no evening classes	25 Thanksgiving no classes day or evening Nov 25-28	26	27
28 Thanksgiving no classes day or evening	29	30	1	2	3	4



DECEMBER 2004

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9 Last day of classes session III	10 Finals exams Dec 10-16	11
12 Final exams Dec 10-16	13	14	15	16 Last day of classes sessions I & IV	17 Graduation Grades due sessions I, III, & IV	18
19	20 College offices closed Dec 20-Jan 2	21	22	23	24	25
26 College offices closed Dec 20-Jan 2	27	28	29	30	31	1

JANUARY 2005

S	M	T	W	T	F	S
26 College offices closed Dec 20-Jan 2	27	28	29	30	31	1
2 College offices closed Dec 20-Jan 2	3	4	5	6 Sessions I & II classes begin	7 Weekend College sessions I & II classes begin	8
9	10 Session II last day to drop and last day for 100% refund	11	12 Session I last day to drop and last day for 100% refund	13 Weekend College sessions I & II last day to drop and last day for 100% refund	14	15
16	17 Martin L. King, Jr. Birthday no classes day or evening	18	19	20	21	22
23	24 Session III classes begin	25	26 Session III last day to drop and last day for 100% refund	27	28 Weekend College session III classes begin	29
30	31					

FEBRUARY 2005

S	M	T	W	T	F	S
30	31	1	2 Midterm session II	3 Weekend College session III last day to drop and last day for 100% refund	4	5
6	7	8	9 Last day to withdraw session II Last day to change from credit to audit session II	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Colleague Recognition Day no classes day or evening	26
27	28	1	2	3	4	5

MARCH 2005

S	M	T	W	T	F	S
27	28	1	2 Last day of classes session II	3 Session IV classes begin Grades due session II	4 Weekend College session IV classes begin Midterm session I	5
6	7 Session IV Last day to drop and last day for 100% refund Midterm session III	8	9	10 Weekend College session IV Last day to drop and last day for 100% refund	11	12
13	14 Spring Break March 14-20	15	16	17	18	19
20 Spring Break March 14-20	21	22 Last day to withdraw session III Last day to change from credit to audit session III	23 Last day to withdraw session I Last day to change from credit to audit session I	24	25	26
27	28	29	30	31	1	2

APRIL 2005

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5 Midterm session IV	6	7	8	9
10	11 Last day to withdraw session IV Last day to change from credit to audit session IV	12	13	14	15	16
17	18	19	20	21	22 Last day of classes session III	23
24	25	26	27	28	29 Final exams April 29-May 5 Last day of classes session IV	30

MAY 2005

S	M	T	W	T	F	S
1 Final exams April 29-May 5 Last day of classes session I	2	3	4	5	6 Graduation	7
8	9	10	11 Sessions I & II classes begin	12	13 Weekend College sessions I & II classes begin Session II last day to drop and last day for 100% refund	14
15	16	17 Session I last day to drop and last day for 100% refund	18	19 Weekend College sessions I & II last day to drop and last day for 100% refund	20	21
22	23	24	25	26	27	28
29	30 Memorial Day no classes day or evening	31	1	2	3	4

JUNE 2005

S	M	T	W	T	F	S
29	30	31	1	2 Midterm session II	3	4
5	6	7	8 Last day to withdraw session II Last day to change from credit to audit session II	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Midterm session I Last day of classes session II	24 Summer Holiday June 24-26 no classes day or evening Grades due session II	25
26	27 Session III classes begin	28	29 Session III last day to drop and last day for 100% refund	30	1	2

JULY 2005

S	M	T	W	T	F	S
26	27	28	29	30	1 Weekend College session III classes begin	2
3	4 Independence Day no classes day or evening	5	6 Last day to withdraw session I Last day to change from credit to audit session I	7 Weekend College session III last day to drop and last day for 100% refund	8	9
10	11	12	13	14	15	16
17	18	19 Midterm session III	20	21	22	23
24	25 Last day to withdraw session III Last day to change from credit to audit session III	26	27	28	29	30
31						

AUGUST 2004

SUNDAY

1

AUGUST

MONDAY

2

AUGUST

TUESDAY

3

AUGUST

WEDNESDAY

4

AUGUST

THURSDAY

5

AUGUST

FRIDAY

6

AUGUST

SATURDAY

7

AUGUST

Goals

AUGUST

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2004

SUNDAY

8

AUGUST

MONDAY

9

AUGUST

TUESDAY

10

AUGUST

WEDNESDAY

11

AUGUST

THURSDAY

12

AUGUST

FRIDAY

13

AUGUST

SATURDAY

14

AUGUST

SEPTEMBER

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*No one can make you feel inferior
without your consent.*

- Eleanor Roosevelt

AUGUST 2004

SUNDAY

15

AUGUST

MONDAY

16

AUGUST

TUESDAY

17

AUGUST

WEDNESDAY

18

AUGUST

THURSDAY

19

AUGUST

FRIDAY

20

AUGUST

SATURDAY

21

AUGUST

Goals

AUGUST

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2004

SUNDAY

22

AUGUST

MONDAY

Sessions I & II classes begin

23

AUGUST

TUESDAY

24

AUGUST

WEDNESDAY

Session II Last day to drop and last day for 100% refund

25

AUGUST

THURSDAY

26

AUGUST

FRIDAY

Session I Last day to drop and last day for 100% refund/ Weekend college sessions I & II classes begin

27

AUGUST

SATURDAY

28

AUGUST

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Always bear in mind that your own resolution to succeed is more important than any one thing.

- Abraham Lincoln

SEPTEMBER 2004

SUNDAY

29

AUGUST

MONDAY

30

AUGUST

TUESDAY

Weekend College session II last day to drop and last day for 100% refund

31

AUGUST

WEDNESDAY

1

SEPTEMBER

THURSDAY

Weekend College session I last day to drop and last day for 100% refund

2

SEPTEMBER

FRIDAY

3

SEPTEMBER

SATURDAY

4

SEPTEMBER

Goals

SEPTEMBER

s	m	t	w	t	f	s
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER 2004

SUNDAY

5

SEPTEMBER

MONDAY

Labor Day

6

no classes day or evening

SEPTEMBER

TUESDAY

7

SEPTEMBER

WEDNESDAY

8

SEPTEMBER

THURSDAY

9

SEPTEMBER

FRIDAY

10

SEPTEMBER

SATURDAY

11

SEPTEMBER

OCTOBER

s m t w t f s

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

The highest result of education is tolerance.

- Helen Keller

SEPTEMBER 2004

SUNDAY

12

SEPTEMBER

MONDAY

Session III classes begin

13

SEPTEMBER

TUESDAY

14

SEPTEMBER

WEDNESDAY

Fall Holiday

15

no evening classes / Session III last day to drop and last day for 100% refund

SEPTEMBER

THURSDAY

Fall Holiday

16

no day or evening classes

SEPTEMBER

FRIDAY

Weekend College session III classes begin

17

SEPTEMBER

SATURDAY

18

SEPTEMBER

Goals

SEPTEMBER

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SEPTEMBER 2004

SUNDAY

19

SEPTEMBER

MONDAY

20

*Weekend College session III last day to drop and last day for 100% refund
Midterm session II*

SEPTEMBER

TUESDAY

21

SEPTEMBER

WEDNESDAY

22

SEPTEMBER

THURSDAY

23

SEPTEMBER

FRIDAY

24

*Last day to withdraw session II / Last day to change from credit to audit
session II*

SEPTEMBER

SATURDAY

25

SEPTEMBER

OCTOBER

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*I know of no more encouraging fact
than the unquestioned ability of a
man to elevate his life by conscious
endeavor.*

- Henry David Thoreau

SEPTEMBER 2004

SUNDAY
26
SEPTEMBER

MONDAY
27
SEPTEMBER

TUESDAY
28
SEPTEMBER

WEDNESDAY
29
SEPTEMBER

THURSDAY
30
SEPTEMBER

FRIDAY
1
OCTOBER

SATURDAY
2
OCTOBER

Goals

OCTOBER						
s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

OCTOBER 2004

SUNDAY

3

OCTOBER

MONDAY

4

OCTOBER

TUESDAY

5

OCTOBER

WEDNESDAY

6

OCTOBER

THURSDAY

7

OCTOBER

FRIDAY

8

OCTOBER

SATURDAY

9

OCTOBER

NOVEMBER

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

The greatest discovery of my generation is that a human being can alter his life by altering his attitudes of mind.

- William James

OCTOBER 2004

SUNDAY

10

OCTOBER

MONDAY

11

OCTOBER

TUESDAY

12

OCTOBER

WEDNESDAY

13

OCTOBER

THURSDAY

14

OCTOBER

FRIDAY *Last day of classes session II*

15

OCTOBER

SATURDAY

16

OCTOBER

Goals

OCTOBER

s	m	t	w	t	f	s
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER 2004

SUNDAY

17

OCTOBER

MONDAY

Session IV classes begin

18

OCTOBER

TUESDAY

Midterm session I / Grades due session II

19

OCTOBER

WEDNESDAY

Session IV last day to drop and last day for 100% refund

20

OCTOBER

THURSDAY

21

OCTOBER

FRIDAY

Weekend College session IV classes begin

22

OCTOBER

SATURDAY

23

OCTOBER

NOVEMBER

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.

- Abigail Adams

OCTOBER 2004

SUNDAY

24

OCTOBER

MONDAY

25

Weekend College session IV Last day to drop and last day for 100% refund / Midterm session III

OCTOBER

TUESDAY

26

OCTOBER

WEDNESDAY

27

OCTOBER

THURSDAY

28

OCTOBER

FRIDAY

29

Last day to withdraw session I / Last day to change from credit to audit session I

OCTOBER

SATURDAY

30

OCTOBER

Goals

NOVEMBER

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2004

SUNDAY

31

OCTOBER

MONDAY

1

NOVEMBER

TUESDAY

2

NOVEMBER

WEDNESDAY *Last day to withdraw session III / Last day to change from credit to audit session III*

3

NOVEMBER

THURSDAY

4

NOVEMBER

FRIDAY

5

NOVEMBER

SATURDAY

6

NOVEMBER

DECEMBER

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

I was irrevocably betrothed to laughter, the sound of which has always seemed to me to be the most civilized music in the world.

- Peter Ustinov

NOVEMBER 2004

SUNDAY

7

NOVEMBER

MONDAY

8

NOVEMBER

TUESDAY

9

NOVEMBER

WEDNESDAY

10

NOVEMBER

THURSDAY

11

Veterans' Day
no classes day or evening

NOVEMBER

FRIDAY

12

Midterm session IV

NOVEMBER

SATURDAY

13

NOVEMBER

Goals

NOVEMBER						
s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 2004

SUNDAY

14

NOVEMBER

MONDAY

15

NOVEMBER

TUESDAY

16

NOVEMBER

WEDNESDAY

17

NOVEMBER

THURSDAY

18

Last day to withdraw session IV / Last day to change from credit to audit session IV

NOVEMBER

FRIDAY

19

NOVEMBER

SATURDAY

20

NOVEMBER

DECEMBER

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

This thing that we call 'failure' is not the falling down, but the staying down.

- Mary Pickford

NOVEMBER 2004

SUNDAY

21

NOVEMBER

MONDAY

22

NOVEMBER

TUESDAY

23

NOVEMBER

WEDNESDAY

Thanksgiving
no evening classes

24

NOVEMBER

THURSDAY

Thanksgiving
no day or evening classes

25

NOVEMBER

FRIDAY

26

NOVEMBER

SATURDAY

27

NOVEMBER

Goals

NOVEMBER

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2004

SUNDAY

28

Thanksgiving

no day or evening classes

NOVEMBER

MONDAY

29

NOVEMBER

TUESDAY

30

NOVEMBER

WEDNESDAY

1

DECEMBER

THURSDAY

2

DECEMBER

FRIDAY

3

DECEMBER

SATURDAY

4

DECEMBER

DECEMBER

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Success is liking yourself, liking what you do, and liking how you do it.

- Maya Angelou

DECEMBER 2004

SUNDAY

5

DECEMBER

MONDAY

6

DECEMBER

TUESDAY

7

DECEMBER

WEDNESDAY

8

DECEMBER

THURSDAY Last day of classes session III

9

DECEMBER

FRIDAY Final exams
Dec 10-16

10

DECEMBER

SATURDAY

11

DECEMBER

Goals

DECEMBER											
s	m	t	w	t	f	s					
			1	2	3	4					
5	6	7	8	9	10	11					
12	13	14	15	16	17	18					
19	20	21	22	23	24	25					
26	27	28	29	30	31						

DECEMBER 2004

SUNDAY

12

*Final exams
Dec 10-16*

DECEMBER

MONDAY

13

DECEMBER

TUESDAY

14

DECEMBER

WEDNESDAY

15

DECEMBER

THURSDAY

16

Last day of classes sessions I & IV

DECEMBER

FRIDAY

17

Graduation / Grades due sessions I, III, & IV

DECEMBER

SATURDAY

18

DECEMBER

JANUARY

s m t w t f s

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

Life is like a game of cards. The hand that is dealt you is determinism; the way you play it is free will.

- Jawaharlal Nehru

DECEMBER 2004

SUNDAY

19

DECEMBER

MONDAY

20

College offices closed
Dec 20 - Jan 2

DECEMBER

TUESDAY

21

DECEMBER

WEDNESDAY

22

DECEMBER

THURSDAY

23

DECEMBER

FRIDAY

24

DECEMBER

SATURDAY

25

DECEMBER

Goals

DECEMBER

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 2004

SUNDAY

26

*College offices closed
Dec 20 - Jan 2*

DECEMBER

MONDAY

27

DECEMBER

TUESDAY

28

DECEMBER

WEDNESDAY

29

DECEMBER

THURSDAY

30

DECEMBER

FRIDAY

31

DECEMBER

SATURDAY

1

JANUARY

JANUARY

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

*Never refuse any advance of friendship,
for if nine out of ten bring you nothing,
one alone may repay you.*

- Madame de Tencin

JANUARY 2005

SUNDAY

2

College offices closed
Dec 20 - Jan 2

JANUARY

MONDAY

3

JANUARY

TUESDAY

4

JANUARY

WEDNESDAY

5

JANUARY

THURSDAY

Sessions I & II classes begin

6

JANUARY

FRIDAY

Weekend College sessions I & II classes begin

7

JANUARY

SATURDAY

8

JANUARY

Goals

JANUARY

s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2005

SUNDAY

9

JANUARY

MONDAY

10

JANUARY

Session II last day to drop and last day for 100% refund

TUESDAY

11

JANUARY

WEDNESDAY

12

JANUARY

Session I last day to drop and last day for 100% refund

THURSDAY

13

JANUARY

Weekend College sessions I & II last day to drop and last day for 100% refund

FRIDAY

14

JANUARY

SATURDAY

15

JANUARY

FEBRUARY

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Never bear more than one trouble at a time. Some people bear three kinds - all they have had, all they have now, and all they expect to have.

- Edward Everett Hale

JANUARY 2005

SUNDAY

16

JANUARY

MONDAY

17

Martin Luther King, Jr. Birthday
no classes day or evening

JANUARY

TUESDAY

18

JANUARY

WEDNESDAY

19

JANUARY

THURSDAY

20

JANUARY

FRIDAY

21

JANUARY

SATURDAY

22

JANUARY

Goals

JANUARY						
s	m	t	w	t	f	s
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2005

SUNDAY

23

JANUARY

MONDAY

Session III classes begin

24

JANUARY

TUESDAY

25

JANUARY

WEDNESDAY

Session III last day to drop and last day for 100% refund

26

JANUARY

THURSDAY

27

JANUARY

FRIDAY

Weekend College session III classes begin

28

JANUARY

SATURDAY

29

JANUARY

FEBRUARY

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

You better live your best and act your best and think your best today, for to-day is the sure preparation for tomorrow and all the other tomorrows that follow.

- Harriet Martineau

FEBRUARY 2005

SUNDAY

30

JANUARY

MONDAY

31

JANUARY

TUESDAY

1

FEBRUARY

WEDNESDAY Midterm session II

2

FEBRUARY

THURSDAY Weekend College session III last day to drop and last day for 100% refund

3

FEBRUARY

FRIDAY

4

FEBRUARY

SATURDAY

5

FEBRUARY

Goals

FEBRUARY

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

FEBRUARY 2005

SUNDAY

6

FEBRUARY

MONDAY

7

FEBRUARY

TUESDAY

8

FEBRUARY

WEDNESDAY

9

FEBRUARY

Last day to withdraw session II / Last day to change from credit to audit session II

THURSDAY

10

FEBRUARY

FRIDAY

11

FEBRUARY

SATURDAY

12

FEBRUARY

MARCH

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Remember that happiness is a way of travel - not a destination.

- Roy M. Goodman

FEBRUARY 2005

SUNDAY

13

FEBRUARY

MONDAY

14

FEBRUARY

TUESDAY

15

FEBRUARY

WEDNESDAY

16

FEBRUARY

THURSDAY

17

FEBRUARY

FRIDAY

18

FEBRUARY

SATURDAY

19

FEBRUARY

Goals

FEBRUARY						
s	m	t	w	t	f	s
			1	2	3	4
				5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

FEBRUARY 2005

SUNDAY

20

FEBRUARY

MONDAY

21

FEBRUARY

TUESDAY

22

FEBRUARY

WEDNESDAY

23

FEBRUARY

THURSDAY

24

FEBRUARY

FRIDAY

25

*Colleague Recognition Day
no classes day or evening*

FEBRUARY

SATURDAY

26

FEBRUARY

MARCH

s	m	t	w	t	f	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

God forbid that any book should be banned. The practice is as indefensible as infanticide.

- Rebecca West

MARCH 2005

SUNDAY
27
FEBRUARY

MONDAY
28
FEBRUARY

TUESDAY
1
MARCH

WEDNESDAY *Last day of classes session II*
2
MARCH

THURSDAY *Session IV classes begin / Grades due session II*
3
MARCH

FRIDAY *Weekend College session IV classes begin / Midterm session I*
4
MARCH

SATURDAY
5
MARCH

Goals _____

MARCH						
s	m	t	w	t	f	s
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2005

SUNDAY

6

MARCH

MONDAY

7

MARCH

Session IV Last day to drop and last day for 100% refund / Midterm session III

TUESDAY

8

MARCH

WEDNESDAY

9

MARCH

THURSDAY

10

MARCH

Weekend College session IV Last day to drop and last day for 100% refund

FRIDAY

11

MARCH

SATURDAY

12

MARCH

APRIL

s	m	t	w	t	f	s
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

In the end, we will remember not the words of our enemies, but the silence of our friends.

- Martin Luther King Jr.

MARCH 2005

SUNDAY

13

MARCH

MONDAY

14

MARCH

Spring Break
March 14-20

TUESDAY

15

MARCH

WEDNESDAY

16

MARCH

THURSDAY

17

MARCH

FRIDAY

18

MARCH

SATURDAY

19

MARCH



Goals

MARCH												
s	m	t	w	t	f	s						
							1	2	3	4	5	
6	7	8	9	10	11	12						
13	14	15	16	17	18	19						
20	21	22	23	24	25	26						
27	28	29	30	31								

MARCH 2005

SUNDAY

20

MARCH

Spring Break
March 14-20

MONDAY

21

MARCH

TUESDAY

22

MARCH

Last day to withdraw session III / Last day to change from credit to audit session III

WEDNESDAY

23

MARCH

Last day to withdraw session I / Last day to change from credit to audit session I

THURSDAY

24

MARCH

FRIDAY

25

MARCH

SATURDAY

26

MARCH

APRIL

s	m	t	w	t	f	s
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

You don't get to choose how you're going to die, or when. You can only decide how you're going to live now.

- Joan Baez

MARCH 2005

SUNDAY
27
MARCH

MONDAY
28
MARCH

TUESDAY
29
MARCH

WEDNESDAY
30
MARCH

THURSDAY
31
MARCH

FRIDAY
1
APRIL

SATURDAY
2
APRIL

Goals _____

APRIL						
s	m	t	w	t	f	s
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2005

SUNDAY

3

APRIL

MONDAY

4

APRIL

TUESDAY *Midterm session IV*

5

APRIL

WEDNESDAY

6

APRIL

THURSDAY

7

APRIL

FRIDAY

8

APRIL

SATURDAY

9

APRIL

MAY

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*I'm a great believer in luck, and I find
the harder I work the more I have of it.*

- Thomas Jefferson

April

May

June

July

APRIL 2005

SUNDAY

10

APRIL

MONDAY

11

APRIL

Last day to withdraw session IV / Last day to change from credit to audit session IV

TUESDAY

12

APRIL

WEDNESDAY

13

APRIL

THURSDAY

14

APRIL

FRIDAY

15

APRIL

SATURDAY

16

APRIL

Goals

APRIL

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2005

SUNDAY

17

APRIL

MONDAY

18

APRIL

TUESDAY

19

APRIL

WEDNESDAY

20

APRIL

THURSDAY

21

APRIL

FRIDAY

Last day of classes session III

22

APRIL

SATURDAY

23

APRIL

MAY

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

You may be disappointed if you fail,
but you are doomed if you don't try.

- Beverly Sills

APRIL 2005

SUNDAY

24

APRIL

MONDAY

25

APRIL

TUESDAY

26

APRIL

WEDNESDAY

27

APRIL

THURSDAY

28

APRIL

FRIDAY

29

APRIL

Final exams
April 29-May 5

Last day of classes session IV

SATURDAY

30

APRIL



Goals

APRIL											
s	m	t	w	t	f	s					
						1	2				
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					

MAY 2005

SUNDAY	<i>Final exams April 29-May 5</i>	
1		
MAY		
MONDAY		
2		
MAY		
TUESDAY		
3		
MAY		
WEDNESDAY		
4		
MAY		
THURSDAY	<i>Last day of classes session I</i>	
5		
MAY		
FRIDAY	<i>Graduation Grades due sessions I, III, & IV</i>	
6		
MAY		
SATURDAY		
7		
MAY		



MAY

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

*Be more prompt to go to a friend in
adversity than in prosperity.*

- Chilo

MAY 2005

SUNDAY

8

MAY

MONDAY

9

MAY

TUESDAY

10

MAY

WEDNESDAY Sessions I & II classes begin

11

MAY

THURSDAY

12

MAY

FRIDAY Weekend College sessions I & II classes begin / Session II last day to drop and last day for 100% refund

13

MAY

SATURDAY

14

MAY

Goals

MAY

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

[illegible]

15

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

SATURDAY

21

MAY

s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Harriet Beecher Stowe

MAY 2005

SUNDAY

22

MAY

MONDAY

23

MAY

TUESDAY

24

MAY

WEDNESDAY

25

MAY

THURSDAY

26

MAY

FRIDAY

27

MAY

SATURDAY

28

MAY

Goals

MAY

s	m	t	w	t	f	s
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2005

SUNDAY

29

MAY

MONDAY

30

MAY

Memorial Day

no classes day or evening

TUESDAY

31

MAY

WEDNESDAY

1

JUNE

THURSDAY

2

JUNE

Midterm session II

FRIDAY

3

JUNE

SATURDAY

4

JUNE

JUNE

s	m	t	w	t	f	s
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*You must not lose faith in humanity.
Humanity is an ocean; if a few drops
of the ocean are dirty, the ocean does
not become dirty.*

- Mahatma Gandhi

JUNE 2005

SUNDAY

5

JUNE

MONDAY

6

JUNE

TUESDAY

7

JUNE

WEDNESDAY *Last day to withdraw session II / Last day to change from credit to audit session II*

8

JUNE

THURSDAY

9

JUNE

FRIDAY

10

JUNE

SATURDAY

11

JUNE

Goals

JUNE						
s	m	t	w	t	f	s
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JUNE 2005

SUNDAY

12

JUNE

MONDAY

13

JUNE

TUESDAY

14

JUNE

WEDNESDAY

15

JUNE

THURSDAY

16

JUNE

FRIDAY

17

JUNE

SATURDAY

18

JUNE

JULY

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Accept that all of us can be hurt, that all of us can - - and surely will at times -- fail. I think we should follow a simple rule: if we can take the worst, take the risk.

- Dr. Joyce Brothers

JUNE 2005

SUNDAY

19

JUNE

MONDAY

20

JUNE

TUESDAY

21

JUNE

WEDNESDAY

22

JUNE

THURSDAY

Midterm session I / Last day of classes session II

23

JUNE

FRIDAY

Summer Holiday

June 24-26

no classes day or evening

24

JUNE

Grades due session II

SATURDAY

25

JUNE



Goals

JUNE

s	m	t	w	t	f	s
				1	2	3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JUNE 2005

SUNDAY

26

JUNE

Summer Holiday

June 24-26

no classes day or evening

MONDAY

27

JUNE

Session III classes begin

TUESDAY

28

JUNE

WEDNESDAY

29

JUNE

Session III last day to drop and last day for 100% refund

THURSDAY

30

JUNE

FRIDAY

1

JULY

Weekend College session III classes begin

SATURDAY

2

JULY

JULY

s m t w t f s

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

31

*Yesterday is not ours to recover, but
tomorrow is ours to win or to lose.*

- Lyndon B. Johnson

JULY 2005

SUNDAY

3

JULY

MONDAY

Independence Day no classes day or evening

4

JULY

TUESDAY

5

JULY

WEDNESDAY

Last day to withdraw session I / Last day to change from credit to audit session I

6

JULY

THURSDAY

Weekend College session III last day to drop and last day for 100% refund

7

JULY

FRIDAY

8

JULY

SATURDAY

9

JULY

Goals

JULY

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

JULY 2005

SUNDAY

10

JULY

MONDAY

11

JULY

TUESDAY

12

JULY

WEDNESDAY

13

JULY

THURSDAY

14

JULY

FRIDAY

15

JULY

SATURDAY

16

JULY

AUGUST

s	m	t	w	t	f	s
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.

- Margaret Mead

JULY 2005

SUNDAY

17

JULY

MONDAY

18

JULY

TUESDAY *Midterm session III*

19

JULY

WEDNESDAY

20

JULY

THURSDAY

21

JULY

FRIDAY

22

JULY

SATURDAY

23

JULY

Goals

JULY

s	m	t	w	t	f	s
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JULY 2005

SUNDAY

24

JULY

MONDAY

25

JULY

Last day to withdraw session III / Last day to change from credit to audit session III

TUESDAY

26

JULY

WEDNESDAY

27

JULY

THURSDAY

28

JULY

FRIDAY

29

JULY

SAT/ SUN

30/ 31

JULY

AUGUST

s	m	t	w	t	f	s
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

It is not easy to find happiness in ourselves, and it is not possible to find it elsewhere.

- Agnes Repplier

COLLEGE CALENDAR 2004-2005

TERM I (20051)

	Session I Aug 23-Dec 16	Session II Aug 23-Oct 17	Session III Sep 13-Dec 9	Session IV Oct 18-Dec 12
REGISTRATION AND ADVISEMENT				
1. Pre-Registration: Graduation Candidates*	Jun 1-Aug 22	Jun 1-Aug 22	Jun 1-Sep 12	Jun 1-Oct 17
2. Registration: Continuing Students	Jun 2-Aug 22	Jun 2-Aug 22	Jun 2-Sep 12	Jun 2-Oct 17
3. Registration: New/Re-Entry Students	Jun 21-Aug 22	Jun 21-Aug 22	Jun 21-Sep 12	Jun 21-Oct 17
4. Registration: State employees for waiver	Aug 20	Aug 20	Sep 10	Oct 15
5. CLASSES BEGIN 8:00 AM	Aug 23	Aug 23	Sep 13	Oct 18
6. Weekend College Classes Begin**	Aug 23	Aug 23	Sep 13	Oct 22
7. Last Day for Drop and Last Day for 100% Refund***	Aug 27	Aug 25	Sep 15	Oct 20
8. Last Day to Drop for 100% Refund for Weekend College**	Sep 2	Aug 31	Sep 20	Oct 25
HOLIDAY (Labor Day)				
No classes day or evening	Sep 6	Sep 6		
HOLIDAY (Fall Holiday)				
No evening classes	Sep 15	Sep 15	Sep 15	
No classes day or evening	Sep 16	Sep 16	Sep 16	
MIDTERM	Oct 19	Sep 20	Oct 25	Nov 12
LAST DAY TO WITHDRAW FROM ANY CLASS	Oct 29	Sep 24	Nov 3	Nov 18
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****	Oct 29	Sep 24	Nov 3	Nov 18
HOLIDAY (Veterans' Day)				
No classes day or evening	Nov 11		Nov 11	Nov 11
HOLIDAY (Thanksgiving)				
No evening classes	Nov 24		Nov 24	Nov 24
No classes day or evening	Nov 25-Nov 28		Nov 25-Nov 28	Nov 25-Nov 28
LAST DAY OF CLASSES	Dec 16	Oct 15	Dec 9	Dec 16
FINAL EXAMINATIONS	Dec 10-16	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION	Dec 17	Dec 17	Dec 17	Dec 17
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM	Dec 17	Oct 19	Dec 17	Dec 17

* Special registration for students within 15 hours (or less) of degree completion.

** Weekend College has a separate calendar.

*** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

**** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

College offices will be closed from December 20, 2004 through January 2, 2005. Registration on the web will be available except December 25, 2004 and January 1, 2005.

Note: Session I Friday evening, Saturday, and Sunday classes will have final examinations on December 10-12, 2004.

Note: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

COLLEGE CALENDAR 2004-2005

TERM II (20052)

	Session I Jan 6-May 5	Session II Jan 6-Mar 2	Session III Jan 24-April 22	Session IV Mar 3-Apr 29
REGISTRATION AND ADVISEMENT				
1. Pre-Registration: Graduation Candidates*	Nov 1-Jan 5	Nov 1-Jan 5	Nov 1-Jan 23	Nov 1-Mar 2
2. Registration: Continuing Students	Nov 2-Jan 5	Nov 2-Jan 5	Nov 2-Jan 23	Nov 2-Mar 2
3. Registration: New/Re-Entry Students	Nov 23-Jan 5	Nov 23-Jan 5	Nov 23-Jan 23	Nov 23-Mar 2
4. Registration: State employees for waiver	Jan 5	Jan 5	Jan 5	Jan 5
5. CLASSES BEGIN 8:00 AM	Jan 6	Jan 6	Jan 24	Mar 3
6. Weekend College Classes Begin**	Jan 7	Jan 7	Jan 28	Mar 7
7. Last Day for Drop and Last Day for 100% Refund***	Jan 12	Jan 10	Jan 26	Mar 7
8. Last Day to Drop for 100% Refund for Weekend College**	Jan 13	Jan 13	Feb 3	Mar 10
HOLIDAY (Martin L. King, Jr. Birthday)				
No classes day or evening	Jan 17	Jan 17		
COLLEAGUE RECOGNITION DAY				
No classes day or evening	Feb 25	Feb 25	Feb 25	
MIDTERM				
	Mar 4	Feb 2	Mar 7	Apr 5
HOLIDAY (Spring Break)				
	Mar 14-Mar 20		Mar 14-Mar 20	Mar 14-Mar 20
LAST DAY TO WITHDRAW FROM ANY CLASS				
	Mar 23	Feb 9	Mar 22	Apr 11
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****				
	Mar 23	Feb 9	Mar 22	Apr 11
LAST DAY OF CLASSES				
	May 5	Mar 2	Apr 22	Apr 29
FINAL EXAMINATIONS				
	Apr 29-May 5	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADUATION				
	May 6	May 6	May 6	May 6
GRADES DUE IN THE CAMPUS REGISTRATION OFFICE BY 3:00 PM				
	May 6	Mar 3	May 6	May 6

* Special registration for students within 15 hours (or less) of degree completion.

** Weekend College has a separate calendar.

*** Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

**** Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.

College offices will be closed from December 20, 2004 through January 2, 2005. Registration on the web will be available except December 25, 2004 and January 1, 2005.

Note: Session I Friday evening, Saturday, and Sunday classes will have final examinations on April 9-May 1, 2005.

Note: Refunds permitted if withdrawals are done prior to the second class meeting for short courses that meet less than eight weeks.

COLLEGE CALENDAR 2004-2005

TERM III (20053)

	Session I May 11-Aug 9	Session II May 11-Jun 23	Session III Jun 27-Aug 9
REGISTRATION AND ADVISEMENT			
1. Pre-Registration: Graduation Candidates*	Mar 7-May 10	Mar 7-May 10	Mar 15-Jun 24
2. Registration: Continuing Students	Mar 8-May 10	Mar 8-May 10	Mar 8-Jun 24
3. Registration: New/Re-Entry Students	Apr 4-May 10	Apr 4-May 10	Apr 4-Jun 24
4. Registration: State employees for waiver	May 10	May 10	Jun 24
5. CLASSES BEGIN 8:00 AM	May 11	May 11	June 27
6. Weekend College Classes Begin**	May 13	May 13	July 1
7. Last Day for Drop and Last Day for 100% Refund***	May 17	May 13	June 29
8. Last Day to Drop for 100% Refund for Weekend College**	May 19	May 19	July 7
HOLIDAY (Memorial Day)			
No classes day or evening	May 30	May 30	
MIDTERM			
	Jun 23	Jun 2	Jul 19
SUMMER HOLIDAY			
	Jun 24-26		
LAST DAY TO WITHDRAW FROM ANY CLASS			
	July 6	Jun 8	July 25
LAST DAY TO CHANGE FROM CREDIT TO AUDIT****			
	July 6	Jun 8	July 25
HOLIDAY (Independence Day)			
	July 4		July 4
LAST DAY OF CLASSES			
	Aug 9	Jun 23	Aug 9
FINAL EXAMINATIONS			
	Last Class Meeting	Last Class Meeting	Last Class Meeting
GRADES DUE IN THE CAMPUS			
REGISTRATION OFFICE BY 3:00 PM	Aug 10	Jun 24	Aug 10

Alternate Friday classes are divided as follows:

Session II

Monday and Wednesday classes will meet on May 20, June 3, and June 17, 2005.

Tuesday and Thursday classes will meet on May 13, May 27, and June 10, 2005.

Session III

Monday and Wednesday classes will meet on July 1, July 15, and July 29, 2005.

Tuesday and Thursday classes will meet on July 9, July 23, and August 6, 2005.

*Special registration for students within 15 hours (or less) of degree completion.

**Weekend College has a separate calendar.

***Last day to withdraw from College Prep Classes and not have enrollment in class counted as an attempt.

****Students wishing to change from credit to audit after the drop period has ended, must receive instructor permission. This will also count as an attempt in that subject area.



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